



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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TE 31
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MARINE CORPS ORDER 1510.90

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR MARINE
BATTLE SKILLS TRAINING (MBST), VOLUME 2 - CORPORAL
THROUGH GUNNERY SERGEANT

Ref: (a) MCO 1553.1b
(b) MCO 1553.2
(c) MCO 1553.3
(d) MCO P1553.4
(e) MCO 1500.24E

Encl: (1) Components of an ITS
(2) ITS Management
(3) Index of Tasks by Training Location, Level of
Training, Sustainment, and Grade to Standard
(4) Common ITS Listing
(5) Training Support
(6) Individual Training Standards for MBST, Volume
2 - Corporal through Gunnery Sergeant
(7) Matrix of the ITS System for MBST, Volume 2

1. Purpose. To publish the ITS System for MBST in three
volumes.

a. Volume 1 contains the ITS System for the grades of
private through lance corporal. (MCIO P1500.44C, Battle
Skills Training/Essential Subjects Handbook will be replaced in
FY 1992 with a new series of MBST Handbooks.)

b. Volume 2 contains the ITS System for the grades of
corporal through gunnery sergeant.

c. Volume 3 contains the ITS System for the grades of
master sergeant, first sergeant, master gunnery sergeant, and
sergeant major. (Volume 3 to be published at a later date.)

2. Marine Battle Skills Training

a. Volume 1 provides the basis for the first and second
phases of MBST - Basic Warrior Training (BWT) and Marine Combat
Training (MCT).

b. Volumes 2 and 3 provide the basis for the third phase of MBST - Marine Leader Training (MLT). MLT is incorporated into the enlisted Professional Military Education programs by the Marine Corps University. MLT focuses on providing NCO's and SNCO's with the necessary training and education in order to lead Marines in combat operations. It also provides these Marine leaders with the skills needed to train individual Marines in basic combat skills.

c. Volumes 1, 2, and 3 combine to provide the basis for the fourth phase of MBST - Sustainment Training. This phases is designed to sustain the skills learned in BWT, MCT, and MLT. This is to be incorporated into the unit's training program.

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign responsibilities for applying the Systems Approach to Training (SAT).

b. ITS's provide a common base of training for all Marines who perform the same skill. They provide the basis for the SAT of all individual training. ITS's are to be used by institutional and unit commanders to determine proficiency of individual Marines, to establish training plans and courses of instruction, and to maintain a progressive and systematic method to monitor training impacts on individual training tracks.

c. ITS's are derived from combat requirements of the Fleet Marine Forces. Changes to doctrine, force structure, and the introduction of new weapons and equipment will require revision of this Order on a regular basis.

d. Training of Women Marines. Marine battle skills training of women Marines must be conducted in accordance with the policy contained in reference (e).

4. Information

a. ITS's are to be used by institutional and unit commanders to design, develop, conduct, and evaluate their individual training of Marines. Institutional commanders will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks and performance steps set forth herein. Task lists reported on Course Descriptive Data (CDD) submissions will consist of task titles contained in this Order. Unit commanders will use the tasks contained in this Order as the basis of individual training in their long-range, mid-range, and short-range training plans.

b. The ITS system for MBST contains the following:

(1) Enclosure (1) contains the components of an ITS.

(2) Enclosure (2) sets forth the ITS management, as it relates to use and maintenance.

(3) Enclosure (3) is an index of tasks by training location, level of training, sustainment, and grade to standard.

(4) Enclosure (4) is a listing of tasks common to two or more grades.

(5) Enclosure (5) lists training support.

(6) Enclosure (6) lists ITS's for corporals through gunnery sergeants. The first 10 duty areas contain ITS's which relate to Individual General Military Subjects (IGMS). The remainder of the duty areas contain ITS's which relate to Individual Combat Basic Tasks (ICBT).

(7) Enclosure (7) is a tool that units may use to track individual training relative to sustaining proficiency in MBST ITS's.

5. Action

a. Commanding General, Marine Corps Combat Development Command (MCCDC)

(1) Ensure that all units and institutions are using this Order to train personnel to the standards required of their grade.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with FMF Commanders and subject matter experts.

(4) Ensure coordination occurs with the Commanding General, Marine Corps Research, Development and Acquisition Command (MCRDAC).

b. Commanding Generals of the Fleet Marine Forces and Supporting Establishment Commands; and Commanders of Separate Organizations not Commanded by a General Officer

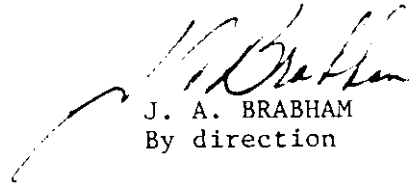
(1) Use this Order to implement the SAT process for MBST.

(2) Establish managed on-the-job-training (MOJT) programs to train Marines using the tasks to form the basis of initial, sustainment, or refresher training proficiencies in units both for MBST and command training plans.

6. Submission of Recommendations and Requirements. Recommendations concerning the contents of this Order are invited. Submit recommendations for change and recommended training requirements to the Commanding General, MCCDC (TE 31) via the appropriate chain of command.

7. Mobilization. All ITS's in this Order will remain in effect during mobilization.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



J. A. BRABHAM
By direction

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COMPONENTS OF AN ITS

1. General. ITS's contain six components; task, condition(s), standard, performance steps, reference(s), and administrative instructions.
2. Alphanumeric System. Each ITS is identified by the applicable grade followed by a series of numbers which identify the duty area and task.
 - a. The grade is identified first. For the Corporal, the numeric designators would be CPLX.X.X.
 - b. Duty area are identified by ascending Arabic numerals and are listed sequentially by grade. The designator for the first duty area for Corporals would be CPLX.1.X.
 - c. Tasks within a duty area are numbered consecutively. The first task under the first duty area for Corporal is numbered CPLX.1.1. the second task under the third duty area is numbered CPLX.3.2, and so forth.
3. ITS Components
 - a. Task. The task describes what a Marine has to do. It is a clearly stated, performance oriented action requiring a learned skill. Knowledge or enrichment topics which are required for the performance of a specific task are included in the administrative instructions. This type of information may very well comprise a separate class with its own TLO/ELO, but is not a separate task.
 - b. Condition(s). The conditions set forth the real world or wartime circumstances in which the tasks are to be performed. This element of an ITS underscores "realism" in training. When resources or safety requirements limit the conditions, this should be stated. It is important to understand that the conditions set forth in this Order are the minimum, and may be adjusted when applicable.
 - c. Standard. A standard is inviolate. It is not guidance, but a very carefully worded statement which sets the proficiency level expected when the task is performed. The standard should summarize the performance steps.
 - d. Performance Steps. There must be at least two performance steps for each task. Performance steps specify actions required to fulfill the proficiency established by the standard.
 - e. Reference(s). Reference(s) are doctrinal publications which provide the authority vested in the performance steps and references. References should be publications which are readily available.
 - f. Administrative Instructions. Administrative instructions provide the trainer/instructor with special circumstances relating to the ITS such as safety, real world limitations, and knowledge or enrichment topics which may be a prerequisite to successful accomplishment of the ITS.

ENCLOSURE (1)

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ITS MANAGEMENT

1. ITS Use

a. ITS's are the basic for all individual training in units and formal schools.

b. ITS's provide measures of performance that must be used by unit commanders to both diagnose individual deficiencies and to evaluate training. Deficiencies should be identified and remediation scheduled on future training plans. ITS's which are mastered should be recorded and scheduled for sustainment/refresher training in the future.

c. Institution commanders are responsible for providing instruction based on ITS's. These selected ITS's appear as tasks on item number 24 of the Course Descriptive Data. Using the SAT process, institutional commanders formulate programs of instruction (POI) which fulfill the requirements of the operating forces.

d. Unit and institution commanders must work in tandem so that individuals continue to receive instruction until mandated proficiencies are achieved. Individual training cannot and should not cease upon graduation from a formal school. Schools do not have the resources (people, time, money) to teach every ITS required for MOS proficiency. Unit commanders must recognize this and continue individual training.

2. ITS Maintenance

a. ITS's exist because of the threat. Changes which occur must be reflected in ITS's as a team effort of the formal schools, the operating forces, and staff agencies at Headquarters, U.S. Marine Corps and at the Marine Corps Combat Development Command. Changes in the threat, new weapons/equipment and doctrine will require new or updated training proficiencies.

b. ITS's are validated when they are used by institution and unit commanders. Changes can be initiated by units, institutions, or higher headquarters. In order to ensure quality training, ITS's must be updated continuously. Input will be systematically collected, staffed, and incorporated into ITS's at least annually.

c. ITS users should be critical of the ITS's as a whole as they support or fail to support a particular MOS.

d. Specific components of an ITS should also be examined for realism and pertinence.

e. ITS Management is dynamic. User maintenance is the key to refining proficiencies which best serve unit missions.

ENCLOSURE (2)

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INDEX OF TASKS BY TRAINING LOCATION, LEVEL OF TRAINING,
SUSTAINMENT, AND GRADE TO STANDARD

1. This enclosure identifies where ITS's are taught, Training Location; the Level of Training regarding proficiency, "P" for preliminary, not to standard, and "S" for trained to standard; and the lowest grade required to demonstrate proficiency in each ITS.
2. The Training Location is either Formal School (FS) or managed on-the-job training (MOJT). The FS column refers to the Marine Corps University's resident curricula.
3. The Marine Corps Institute nonresident courses will support both the resident curricula and MOJT.
4. Sustainment training is always the responsibility of the unit commander. The number in the MOJT column represents the number of months between evaluation or retraining to maintain the proficiency required by the standard.

TASK NUMBER	TASK	FS	MOJT SUST	Grade
MOS CPLX, THE MARINE CORPORAL				
CPLX.1.1	APPREHEND A SUSPECT		S/12	CPL
CPLX.1.2	CONDUCT A LAWFUL INSPECTION		S/12	CPL
CPLX.1.3	MAINTAIN THE CHAIN OF CUSTODY FOR EVIDENCE		S/12	CPL
CPLX.2.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK			CPL
CPLX.3.1	CONDUCT REFRESHER TRAINING ON INDIVIDUAL DRILL MOVEMENTS		S/12	CPL
CPLX.3.2	DRILL SQUAD-SIZE UNIT		S/12	CPL
CPLX.3.3	EXECUTE THE SWORD MANUAL		S/12	CPL
CPLX.4.1	SUPERVISE PREPARATION FOR A PERSONNEL INSPECTION		S/12	CPL
CPLX.4.2	SUPERVISE PREPARATION FOR A CLOTHING AND EQUIPMENT INSPECTION		S/12	CPL
CPLX.4.3	INSPECT CIVILIAN ATTIRE		S/12	CPL
CPLX.5.1	COUNSEL MARINES ON DAILY PERFORMANCE OF DUTIES		S/12	CPL
CPLX.5.2	ASSIST GUIDED DISCUSSION LEADER IN A LEADERSHIP DISCUSSION		S/12	CPL
CPLX.5.3	EXPLAIN THE PROFICIENCY/ CONDUCT RATING SYSTEM		S/12	CPL
CPLX.6.1	REPORT INDICATORS OF SUBSTANCE ABUSE		S/12	CPL
CPLX.7.1	CONDUCT INDIVIDUAL TRAINING		S/12	CPL
CPLX.8.1	EXPLAIN THE ELEMENTS FOUND IN THE COMBAT ENVIRONMENT		S/12	CPL
CPLX.8.2	EXPLAIN THE STRESSES A MARINE CAN EXPECT TO EXPERIENCE IN COMBAT		S/12	CPL
CPLX.8.3	APPLY THE TROOP LEADING STEPS		S/12	CPL
CPLX.9.1	PERFORM DUTIES AS CORPORAL OF THE GUARD		S/12	CPL
CPLX.10.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK		S/12	CPL
CPLX.11.1	INSTRUCT RANGE ESTIMATION		S/12	CPL
CPLX.11.2	CONDUCT REFRESHER TRAINING ON HOW TO MAINTAIN THE M16A2 SERVICE RIFLE		S/12	CPL
CPLX.12.1	PERFORM AS AN M60 MACHINEGUN TEAM LEADER		S/12	CPL

TASK NUMBER	TASK	FS	MOJT SUST	Grade
CPLX.12.1	PERFORM AS AN M2/MK19 MACHINEGUN TEAM LEADER		S/12	CPL
CPLX.12.3	CONSTRUCT MACHINEGUN POSITION		S/12	CPL
CPLX.12.4	DETERMINE RANGE		S/12	CPL
CPLX.12.5	PREPARE A RANGE CARD		S/12	CPL
CPLX.12.6	CONTROL MACHINEGUN TEAM FIRES		S/12	CPL
CPLX.12.7	LAY AN M60/M2 MACHINEGUN		S/12	CPL
CPLX.12.8	LAY A MK19 MACHINEGUN		S/12	CPL
CPLX.12.9	ZERO THE M60 MACHINEGUN		S/12	CPL
CPLX.12.10	ZERO THE M60 MACHINEGUN USING NIGHT VISION SIGHT		S/12	CPL
CPLX.12.11	ZERO THE M2 MACHINEGUN		S/12	CPL
CPLX.12.12	ZERO THE M2 MACHINEGUN USING NIGHT VISION SIGHT		S/12	CPL
CPLX.12.13	ZERO THE MK19 MACHINEGUN		S/12	CPL
CPLX.12.14	ZERO THE MK19 MACHINEGUN USING NIGHT VISION SIGHT		S/12	CPL
CPLX.13.1	ASSIST IN THE CONDUCT OF A SQUAD-SIZED SECURITY PATROL		S/12	CPL
CPLX.13.2	ASSIST IN THE CONDUCT OF A SQUAD-SIZED AMBUSH PATROL		S/12	CPL
CPLX.14.1	ENFORCE CAMOUFLAGE, COVER, AND CONCEALMENT		S/12	CPL
CPLX.14.2	ENFORCE LIGHT DISCIPLINE		S/12	CPL
CPLX.14.3	ENFORCE NOISE DISCIPLINE		S/12	CPL
CPLX.14.4	CONDUCT REFRESHER TRAINING ON INDIVIDUAL MOVEMENT		S/12	CPL
CPLX.14.5	CONDUCT REFRESHER TRAINING ON FIRE TEAM-SIZE COMBAT FORMATIONS		S/12	CPL
CPLX.14.6	ISSUE AN OPERATIONS ORDER FOR A FIRE TEAM-SIZE UNIT		S/12	CPL
CPLX.14.7	PREPARE A TERRAIN MODEL		S/12	CPL
CPLX.14.8	CONTROL MOVEMENT OF A FIRE TEAM-SIZE UNIT		S/12	CPL
CPLX.14.9	ESTABLISH DEFENSIVE POSITIONS FOR A FIRE TEAM-SIZE UNIT		S/12	CPL
CPLX.14.10	ESTABLISH A SECURITY POST		S/12	CPL
CPLX.14.11	DIRECT ERECTION OF WIRE OBSTACLES		S/12	CPL
CPLX.14.12	CONTROL UNIT FIRES		S/12	CPL
CPLX.14.13	CONDUCT REFRESHER TRAINING ON THE TECHNIQUES OF UNAIDED NIGHT VISION		S/12	CPL
CPLX.14.14	CONDUCT REFRESHER TRAINING ON IDENTIFICATION OF THREAT AND NATO VEHICLES		S/12	CPL
CPLX.14.15	START A FIRE WITHOUT A MATCH		S/12	CPL
CPLX.14.16	OBTAIN WATER IN SURVIVAL SITUATIONS		S/12	CPL
CPLX.14.17	OBTAIN SHELTER IN SURVIVAL SITUATIONS		S/12	CPL
CPLX.14.18	OBTAIN FOOD IN A SURVIVAL SITUATION		S/12	CPL
CPLX.15.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK			CPL

TASK NUMBER	TASK	FS	MOJT SUST	Grade
CPLX.16.1 PREPARE NBC 1 REPORT		S/12	CPL
CPLX.16.2 IMPLEMENT MISSION-ORIENTED PROTECTIVE POSTURE (MOPP)		S/12	CPL
CPLX.17.1 ENFORCE PROPER FIELD SANITATION		S/12	CPL
CPLX.18.1 ORIENT A MAP USING FIELD EXPEDIENT TECHNIQUES		S/12	CPL
CPLX.18.2 LOCATE AN UNKNOWN POINT BY RESECTION		S/12	CPL
CPLX.18.3 LOCATE AN UNKNOWN POINT BY INTERSECTION		S/12	CPL
CPLX.18.4 DETERMINE CARDINAL DIRECTIONS BY FIELD EXPEDIENT METHODS		S/12	CPL
CPLX.18.5 NAVIGATE AROUND AN OBSTACLE USING THE BOX METHOD		S/12	CPL
CPLX.18.6 CONVERT AZIMUTHS		S/12	CPL
CPLX.18.7 NAVIGATE BY DEAD RECKONING		S/12	CPL
CPLX.18.8 DETERMINE THE MAGNETIC AZIMUTH TO A DISTANT POINT		S/12	CPL
CPLX.18.9 DETERMINE THE ELEVATION OF A POINT USING A MAP		S/12	CPL
CPLX.19.1 OPERATE AN/PRC-68A/KYV-2 RADIO SET		S/12	CPL
CPLX.19.2 WATERPROOF INDIVIDUAL RADIO EQUIPMENT		S/12	CPL
CPLX.19.3 ENTER A RADIO TELEPHONE NET		S/12	CPL
CPLX.19.4 MAINTAIN COMMUNICATION SECURITY BY USING THE NUMERAL CIPHER/AUTHENTICATION SYSTEM		S/12	CPL
CPLX.20.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK			CPL
CPLX.21.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK			CPL
	MOS SGTX, THE MARINE SERGEANT			
SGTX.1.1 CONDUCT REFRESHER TRAINING IN THE LAW OF WAR		S/12	SGT
SGTX.1.2 INSTRUCT PERSONNEL SEARCH TECHNIQUES		S/12	SGT
SGTX.1.3 CONDUCT REFRESHER TRAINING ON MAINTAINING THE CHAIN OF CUSTODY FOR EVIDENCE		S/12	SGT
SGTX.2.1 CONDUCT REFRESHER TRAINING ON THE ORGANIZATION OF MAGTF'S		S/12	SGT
SGTX.2.2 CONDUCT REFRESHER HISTORY, CUSTOMS, AND COURTESY TRAINING	S	12	SGT
SGTX.3.1 CONDUCT REFRESHER TRAINING ON SQUAD DRILL MOVEMENTS	S	12	SGT
SGTX.3.2 DRILL PLATOON SIZE UNIT IN SELECTED MOVEMENTS	S	12	SGT
SGTX.3.3 CONDUCT REFRESHER TRAINING ON THE SWORD MANUAL	S	12	SGT
SGTX.4.1 CONDUCT A PERSONNEL INSPECTION	S	12	SGT
SGTX.4.2 INSPECT A CLOTHING AND EQUIPMENT DISPLAY	S	12	SGT
SGTX.5.1 LEAD A LEADERSHIP GUIDED DISCUSSION	S	12	SGT
SGTX.5.2 EXPLAIN KEY ASPECTS OF THE PERFORMANCE EVALUATION SYSTEM	S	12	SGT
SGTX.5.3 RECOMMEND CONDUCT AND PROFICIENCY MARKS	S	12	SGT

ENCLOSURE (3)

TASK NUMBER	TASK	FS	MOJT SUST	Grade
SGTX.5.4 ADVISE MARINES OF RESOURCES TO ASSIST IN FAMILY RESPONSIBILITIES	P	S/12	SGT
SGTX.5.5 PERSONAL FINANCIAL MANAGEMENT (TBD)		TBD	SGT
SGTX.6.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK			SGT
SGTX.7.1 DETERMINE INDIVIDUAL PROFICIENCY	S	12	SGT
SGTX.7.2 CONDUCT INDIVIDUAL/TEAM/CREW TRAINING	S	12	SGT
SGTX.7.3 CONDUCT AN AFTER ACTION REVIEW	S	12	SGT
SGTX.7.4 UTILIZE PLATOON-LEVEL MANUAL WAR GAMES		S/12	SGT
SGTX.8.1 CONDUCT REFRESHER TRAINING ON THE TROOP LEADING STEPS	S	12	SGT
SGTX.9.1 PERFORM DUTIES AS SERGEANT OF THE GUARD		S/12	SGT
SGTX.9.2 CONDUCT REFRESHER TRAINING ON INTERIOR GUARD		S/12	SGT
SGTX.9.3 CONDUCT REFRESHER TRAINING ON THE APPLICATION OF DEADLY FORCE		S/12	SGT
SGTX.10.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK			SGT
SGTX.11.1 INSTRUCT HOW TO MAINTAIN THE M249 SAW	S	12	SGT
SGTX.11.2 INSTRUCT HOW TO ZERO THE M249 SAW	S	12	SGT
SGTX.11.3 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M249 SAW	S	12	SGT
SGTX.11.4 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M249 SAW USING LIMITED VISIBILITY TECHNIQUES		S/12	SGT
SGTX.11.5 INSTRUCT HOW TO MAINTAIN THE M203 GRENADE LAUNCHER	S	12	SGT
SGTX.11.6 INSTRUCT HOW TO ZERO THE M203	S	12	SGT
SGTX.11.7 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M203	S	12	SGT
SGTX.11.8 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M203 USING LIMITED VISIBILITY TECHNIQUES		S/12	SGT
SGTX.11.9 INSTRUCT HOW TO OPERATE THE AT-4		S/12	SGT
SGTX.11.10 INSTRUCT HOW TO ENGAGE TARGETS WITH THE AT-4		S/12	SGT
SGTX.11.11 CONDUCT REFRESHER TRAINING ON THE FUNDAMENTALS OF MARKSMANSHIP		S/12	SGT
SGTX.11.12 CONDUCT REFRESHER TRAINING ON HOW TO FIRE WHILE WEARING THE FIELD PROTECTIVE MASK		S/12	SGT
SGTX.12.1 SUPERVISE THE CONSTRUCTION OF MACHINEGUN POSITIONS	S	12	SGT
SGTX.12.2 CONTROL MACHINEGUN SQUAD FIRES	S	12	SGT
SGTX.12.3 DIRECT THE ENGAGEMENT OF AIR TARGETS WITH MACHINEGUN FIRES		S/12	SGT
SGTX.12.4 SUPERVISE MAINTENANCE OF MACHINEGUNS	S	12	SGT
SGTX.12.5 INSTRUCT HOW TO LAY A MACHINEGUN	S	12	SGT
SGTX.12.6 INSTRUCT HOW TO PREPARE A RANGE CARD	S	12	SGT
SGTX.12.7 INSTRUCT HOW TO OPERATE THE M60 MACHINEGUN	S	12	SGT
SGTX.12.8 INSTRUCT HOW TO ZERO THE M60 MACHINEGUN	S	12	SGT

ENCLOSURE (3)

TASK NUMBER	TASK	FS	MOJT SUST	Grade
SGTX.12.9	INSTRUCT HOW TO OPERATE THE M2 MACHINEGUN	S	12	SGT
SGTX.12.10	INSTRUCT HOW TO PREPARE THE M2 MACHINEGUN FOR FIRING	S	12	SGT
SGTX.12.11	INSTRUCT HOW TO ZERO THE M2 MACHINEGUN	S	12	SGT
SGTX.12.12	INSTRUCT HOW TO OPERATE THE MK19 MACHINEGUN	S	12	SGT
SGTX.12.13	INSTRUCT HOW TO ZERO THE MK19 MACHINEGUN	S	12	SGT
SGTX.13.1	CONDUCT A SQUAD-SIZED SECURITY PATROL	S	12	SGT
SGTX.13.2	CONDUCT A SQUAD-SIZED AMBUSH PATROL	S	12	SGT
SGTX.13.3	ISSUE A PATROL WARNING ORDER	S	12	SGT
SGTX.13.4	ISSUE A PATROL ORDER	S	12	SGT
SGTX.13.5	CONDUCT PATROL INSPECTIONS	S	12	SGT
SGTX.13.6	CONDUCT PATROL REHEARSALS	S	12	SGT
SGTX.13.7	CONDUCT PATROLLING IMMEDIATE ACTION DRILLS	S	12	SGT
SGTX.13.8	PREPARE PATROL ROUTES	P	S/12	SGT
SGTX.14.1	TRAIN A SQUAD-SIZE UNIT IN BASIC TACTICAL MEASURES	S	12	SGT
SGTX.14.2	ISSUE AN OPERATIONS ORDER FOR A SQUAD-SIZE UNIT	S	12	SGT
SGTX.14.3	INSTRUCT SQUAD-SIZE COMBAT FORMATIONS	P	S/12	SGT
SGTX.14.4	CONTROL MOVEMENT OF SQUAD-SIZE UNIT	P	S/12	SGT
SGTX.14.5	CONDUCT A SQUAD-SIZED ATTACK	S	12	SGT
SGTX.14.6	DIRECT REACTION TO ENEMY FIRES	P	S/12	SGT
SGTX.14.7	ESTABLISH DEFENSIVE POSITIONS FOR A SQUAD-SIZE UNIT	S	12	SGT
SGTX.14.8	DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT ANTIARMOR DEVICES		S/12	SGT
SGTX.14.9	DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT OBSTACLES	S	12	SGT
SGTX.14.10	ADJUST INDIRECT FIRE	P	S/12	SGT
SGTX.14.11	DIRECT AN AIR STRIKE	P	S/12	SGT
SGTX.14.12	ESTABLISH A LANDING ZONE	S	12	SGT
SGTX.14.13	DIRECT A HELICOPTER IN A LANDING ZONE	S	12	SGT
SGTX.14.14	DIRECT THE MEDEVAC OF A CASUALTY	S	12	SGT
SGTX.14.15	INSTRUCT HOW TO OPERATE NIGHT VISION GOGGLES	S	12	SGT
SGTX.14.16	INSTRUCT HOW TO OPERATE THE INDIVIDUAL WEAPON NIGHT VISION SIGHT	S	12	SGT
SGTX.14.17	INSTRUCT HOW TO OPERATE THE CREW-SERVED WEAPON NIGHT VISION SIGHT	S	12	SGT
SGTX.14.18	PREPARE A MILITARY SKETCH		S/12	SGT
SGTX.14.19	SUBMIT A SPOT REPORT	S	12	SGT
SGTX.14.20	INSTRUCT SURVIVAL SKILLS		S/12	SGT

TASK NUMBER	TASK	FS	MOJT SUST	Grade
SGTX.14.21	CONDUCT REFRESHER TRAINING ON HOW TO OPERATE IN A DIRECTED ENERGY (LASER) ENVIRONMENT		S/12	SGT
SGTX.15.1	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M49A1 TRIP FLARE		S/12	SGT
SGTX.15.2	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M18A1 CLAYMORE MINE		S/12	SGT
SGTX.15.3	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M15 ANTITANK MINE		S/12	SGT
SGTX.15.4	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M16 ANTIPERSONNEL MINE		S/2	SGT
SGTX.15.5	CONDUCT REFRESHER TRAINING ON HOW TO LOCATE MINES AND BOOBYTRAP SITES		S/2	SGT
SGTX.15.6	CONDUCT REFRESHER TRAINING ON HOW TO USE HAND GRENADES		S/12	SGT
SGTX.15.7	CONDUCT REFRESHER TRAINING ON HOW TO USE PYROTECHNICS		S/2	SGT
SGTX.15.8	DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT DEMOLITIONS		S/2	SGT
SGTX.16.1	PREPARE NBC 4 REPORT	S	12	SGT
SGTX.16.2	SUPERVISE THE IMPLEMENTATION OF MISSION-ORIENTED PROTECTIVE POSTURE (MOPP)		S/2	SGT
SGTX.16.3	LEAD MOPP GEAR EXCHANGE		S/2	SGT
SGTX.16.4	CONDUCT REFRESHER TRAINING ON BASIC SKILLS DECONTAMINATION OF WEAPONS AND EQUIPMENT		S/2	SGT
SGTX.16.5	CONTROL THE SPREAD OF CONTAMINATION		S/2	SGT
SGTX.16.6	MINIMIZE ADVERSE EFFECTS OF WEARING MOPP GEAR FOR PROLONGED PERIODS		S/2	SGT
SGTX.17.1	PERFORM CPR		S/2	SGT
SGTX.17.2	CONDUCT REFRESHER FIRST AID AND FIELD SANITATION TRAINING		S/2	SGT
SGTX.18.1	NAVIGATE DURING THE DAY USING INTERMEDIATE TECHNIQUES	S	12	SGT
SGTX.18.2	NAVIGATE DURING THE NIGHT USING INTERMEDIATE TECHNIQUES	S	12	SGT
SGTX.19.1	CONDUCT REFRESHER TRAINING ON HOW TO OPERATE THE AN/PRC-68/KYV-2 RADIO SET		S/12	SGT
SGTX.19.2	CONDUCT REFRESHER TRAINING ON HOW TO OPERATE THE AN/PRC-77 RADIO SET	S	12	SGT
SGTX.19.3	CONDUCT REFRESHER TRAINING ON HOW TO OPERATE FIELD TELEPHONES	S	12	SGT
SGTX.19.4	SUPERVISE OPERATOR LEVEL MAINTENANCE OF PORTABLE COMMUNICATION EQUIPMENT	S	12	SGT
SGTX.19.5	APPLY THE ELEMENTS OF COMMUNICATION	S	12	SGT
SGTX.20.1	LEAD UNIT PHYSICAL FITNESS TRAINING	S	12	SGT
SGTX.21.1	LEAD CLOSE COMBAT TRAINING	S	12	SGT
MOS SSGT, THE MARINE STAFF SERGEANT				
SSGT.1.1	CONDUCT REFRESHER TRAINING IN MILITARY JUSTICE	S	12	SSGT
SSGT.1.2	CONDUCT A LAWFUL SEARCH	S	12	SSGT
SSGT.1.3	ADMINISTER UCMJ ARTICLE 31 ADVISEMENT	S	12	SSGT
SSGT.1.4	DOCUMENT A SUSPECTED OFFENSE OF THE UCMJ	S	12	SSGT
SSGT.2.1	CONDUCT REFRESHER TRAINING IN MARINE CORPS HISTORY		S/12	SSGT

TASK NUMBER	TASK	FS	MOJT SUST	Grade
SSGT.2.2	CONDUCT REFRESHER TRAINING ON MARINE CORPS ORGANIZATION	S	12	SSGT
SSGT.3.1	DRILL COMPANY-SIZE UNITS IN SELECTED MOVEMENTS	S	12	SSGT
SSGT.3.2	DRILL PLATOON-SIZE UNITS	S	12	SSGT
SSGT.3.3	CONDUCT REFRESHER TRAINING IN PLATOON DRILL	S	12	SSGT
SSGT.3.4	PARTICIPATE IN A PARADE STAFF		S/12	SSGT
SSGT.4.1	CONDUCT REFRESHER TRAINING IN UNIFORM REGULATIONS	S	12	SSGT
SSGT.4.2	CONDUCT REFRESHER TRAINING IN MAINTAINING A PROFESSIONAL PERSONAL APPEARANCE	S	12	SSGT
SSGT.5.1	INSTRUCT GENERAL LEADERSHIP	S	12	SSGT
SSGT.5.2	INSTRUCT MARINES IN COUNSELING	S	12	SSGT
SSGT.5.3	CONDUCT REFRESHER TRAINING ON EDUCATIONAL BENEFITS		S/12	SSGT
SSGT.5.4	CONDUCT LEADERSHIP TRAINING FOR MARINES	S	12	SSGT
SSGT.5.5	ADVISE MARINES ON INDIVIDUAL PERSONNEL ADMINISTRATION	S	12	SSGT
SSGT.5.6	PERSONAL FINANCIAL MANAGEMENT (TBD)		TBD	SSGT
SSGT.6.1	CONDUCT REFRESHER TRAINING ON THE MARINE CORPS SUBSTANCE ABUSE PROGRAM	S	12	SSGT
SSGT.7.1	DETERMINE INDIVIDUAL PROFICIENCIES OF THE UNIT	P	S/12	SSGT
SSGT.7.2	PREPARE INDIVIDUAL TRAINING INPUT FOR THE UNIT'S TRAINING SCHEDULE	P	S/12	SSGT
SSGT.7.3	EXECUTE THE UNIT'S TRAINING SCHEDULE	P	S/12	SSGT
SSGT.7.4	UTILIZE COMPANY-LEVEL MANUAL WAR GAMES		S/12	SSGT
SSGT.8.1	CONDUCT REFRESHER TRAINING ON THE CHARACTERISTICS THAT ENABLE MARINES TO OVERCOME FEAR	S	12	SSGT
SSGT.8.2	CONDUCT REFRESHER TRAINING ON THE ELEMENTS FOUND IN THE COMBAT ENVIRONMENT	S	12	SSGT
SSGT.8.3	CONDUCT REFRESHER TRAINING ON THE STRESSES A MARINE CAN EXPECT IN COMBAT	S	12	SSGT
SSGT.9.1	PERFORM DUTIES OF COMMANDER OF THE GUARD		S/12	SSGT
SSGT.10.1.	CONDUCT REFRESHER TRAINING ON THE TREATMENT OF POW'S		S/12	SSGT
SSGT.10.2.	CONDUCT REFRESHER TRAINING ON THE CODE OF CONDUCT		S/12	SSGT
SSGT.11.1.	ENGAGE TARGETS WITH THE M9 SERVICE PISTOL		S/12	SSGT
SSGT.11.2.	MAINTAIN THE M9 SERVICE PISTOL	P	S/12	SSGT
SSGT.11.3.	ENFORCE LIVE FIRE SAFETY REGULATIONS		S/12	SSGT
SSGT.11.4.	REPORT AMMUNITION MALFUNCTION		S/12	SSGT
SSGT.12.1.	EMPLOY MACHINEGUNS	S	12	SSGT
SSGT.12.2.	SELECT M60 MACHINEGUN FIRING POSITIONS	S	12	SSGT
SSGT.12.3.	SELECT HMG FIRING POSITIONS	S	12	SSGT
SSGT.12.4.	ASSIGN A MACHINEGUN FPL/PDF	S	12	SSGT
SSGT.13.1.	CONDUCT A PLATOON-SIZED SECURITY PATROL	S	12	SSGT

TASK NUMBER	TASK	FS	MOJT SUST	Grade
SSGT.13.2.	CONDUCT A PLATOON-SIZED AMBUSH PATROL	S	12	SSGT
SSGT.13.3.	CONDUCT REFRESHER TRAINING IN SECURITY PATROLLING	S	12	SSGT
SSGT.13.4.	CONDUCT REFRESHER TRAINING IN AMBUSH PATROLLING	S	12	SSGT
SSGT.13.5.	CONDUCT REFRESHER TRAINING IN PATROLLING IMMEDIATE ACTION DRILLS	S	12	SSGT
SSGT.13.6.	SUPERVISE PATROL PREPARATIONS	S	12	SSGT
SSGT.14.1.	TRAIN A PLATOON-SIZE UNIT IN BASIC TACTICAL MEASURES	P	S/12	SSGT
SSGT.14.2.	ISSUE AN OPERATIONS ORDER FOR AN OFFENSIVE MISSION		S/12	SSGT
SSGT.14.3.	PREPARE A FIRE SUPPORT PLAN FOR PLATOON-SIZE OFFENSIVE OPERATION		S/12	SSGT
SSGT.14.4.	CONTROL UNIT MOVEMENT	P	S/12	SSGT
SSGT.14.5.	CONTROL OFFENSIVE FIRES		S/12	SSGT
SSGT.14.6.	CONDUCT AN ANTIARMOR AMBUSH		S/12	SSGT
SSGT.14.7.	ISSUE AN OPERATIONS ORDER FOR A DEFENSIVE MISSION	P	S/12	SSGT
SSGT.14.8.	PREPARE A FIRE PLAN FOR PLATOON-SIZE DEFENSIVE POSITION	S	12	SSGT
SSGT.14.9.	ASSIGN SQUAD-SIZE DEFENSIVE POSITIONS	S	12	SSGT
SSGT.14.10.	CONTROL DEFENSIVE FIRES	S	12	SSGT
SSGT.14.11.	DIRECT THE PLACEMENT OF WIRE OBSTACLES	S	12	SSGT
SSGT.15.1.	DIRECT THE INSTALLATION OF A HASTY PROTECTIVE MINEFIELD	S	12	SSGT
SSGT.15.2.	DIRECT THE RECOVERY OF A HASTY PROTECTIVE MINEFIELD		S/12	SSGT
SSGT.16.1.	ASSIST COMMANDER ON UNMASKING PROCEDURES		S/12	SSGT
SSGT.16.2.	SUPERVISE CONDUCT OF MASK CONFIDENCE EXERCISE		S/12	SSGT
SSGT.16.3.	DESCRIBE THE NBC DEFENSE ORGANIZATIONS IN A BATTALION/SQUADRON		S/12	SSGT
SSGT.16.4.	EXECUTE PROTECTIVE MEASURES FOR A NUCLEAR ATTACK		S/12	SSGT
SSGT.16.5.	EXECUTE PROTECTIVE MEASURES FOR A BIOLOGICAL/CHEMICAL ATTACK		S/12	SSGT
SSGT.17.1.	NO TASKS IN THIS DUTY AREA FOR THIS RANK			SSGT
SSGT.18.1.	NAVIGATE DURING THE DAY USING ADVANCED TECHNIQUES	S	12	SSGT
SSGT.18.2.	NAVIGATE DURING THE NIGHT USING ADVANCED TECHNIQUES	S	12	SSGT
SSGT.19.1.	OPERATE CRYPTOGRAPHIC COMMUNICATIONS SECURITY EQUIPMENT WITH TACTICAL RADIO SET		S/12	SSGT
SSGT.20.1.	ADMINISTER A PHYSICAL FITNESS TEST	S	12	SSGT
SSGT.20.2.	LEAD REMEDIAL PHYSICAL FITNESS TRAINING	S	12	SSGT
SSGT.21.1.	CONDUCT REFRESHER CLOSE COMBAT TRAINING	S	12	SSGT
MOS GYSGT, THE MARINE GUNNERY SERGEANT				
SSGT.1.1	CONDUCT A PRELIMINARY INQUIRY	S	12	GYSGT

TASK NUMBER	TASK	FS	MOJT SUST	Grade
GYSGT.1.2	CONDUCT A JAG MANUAL INVESTIGATION	S	12	GYSGT
GYSGT.2.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK			GYSGT
GYSGT.3.1	DRILL COMPANY-SIZE UNITS	S	12	GYSGT
GYSGT.3.2	ORGANIZE A BATTALION-SIZE PARADE	S	12	GYSGT
GYSGT.3.3	INSTRUCT THE MANUAL OF THE GUIDON	S	12	GYSGT
GYSGT.3.4	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN DRILL		S/12	GYSGT
GYSGT.4.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN UNIFORM, CLOTHING, AND EQUIPMENT		S/12	GYSGT
GYSGT.5.1	SUPERVISE UNIT'S INDIVIDUAL LEADERSHIP TRAINING		S/12	GYSGT
GYSGT.6.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN SUBSTANCE ABUSE		S/12	GYSGT
GYSGT.7.1	PREPARE INDIVIDUAL TRAINING INPUT FOR THE UNIT'S MID-RANGE PLAN	P	S/12	GYSGT
GYSGT.7.2	RECOMMEND INDIVIDUAL TRAINING GOALS	P	S/12	GYSGT
GYSGT.7.3	RECOMMEND INDIVIDUAL TRAINING PRIORITIES	P	S/12	GYSGT
GYSGT.8.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN COMBAT LEADERSHIP		S/12	GYSGT
GYSGT.9.1	INSTRUCT TERRORIST COUNTERACTIONS		S/12	GYSGT
GYSGT.9.2	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN MILITARY SECURITY AND INTERIOR GUARD		S/12	GYSGT
GYSGT.10.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN THE CODE OF CONDUCT		S/12	GYSGT
GYSGT.11.1	SUPERVISE INDIVIDUAL WEAPONS TRAINING FOR UNIT		S/12	GYSGT
GYSGT.12.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN CREW-SERVED WEAPONS		S/12	GYSGT
GYSGT.13.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN PATROLLING		S/12	GYSGT
GYSGT.14.1	ESTABLISH A COMPANY-SIZE COMMAND POST	S	12	GYSGT
GYSGT.14.2	PREPARE OPERATION OVERLAY	S	12	GYSGT
GYSGT.14.3	PREPARE SITUATION MAP	S	12	GYSGT
GYSGT.14.4	REQUEST RESUPPLY	S	12	GYSGT
GYSGT.14.5	DIRECT CASUALTY EVACUATION	S	12	GYSGT
GYSGT.14.6	DIRECT THE HANDLING OF CAPTURED ENEMY PERSONNEL	S	12	GYSGT
GYSGT.14.7	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN TACTICAL MEASURES		S/12	GYSGT
GYSGT.15.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN HAND GRENADES, MINES, DEMOLITIONS, AND PYROTECHNICS		S/12	GYSGT
GYSGT.16.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN NBC DEFENSE		S/12	GYSGT
GYSGT.17.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN FIRST AID AND FIELD SANITATION		S/12	GYSGT
GYSGT.18.1	NAVIGATE USING ADVANCED TECHNIQUES	S	12	GYSGT
GYSGT.18.2	SET UP A LAND NAVIGATION EXERCISE	P	S/12	GYSGT
GYSGT.18.3	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN LAND NAVIGATION		S/12	GYSGT
GYSGT.19.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN COMMUNICATIONS		S/12	GYSGT

ENCLOSURE (3)

TASK NUMBER	TASK	FS	MOJT SUST	Grade
GYSGT.20.1	SUPERVISE REMEDIAL PHYSICAL FITNESS PROGRAM	S	12	GYSGT
GYSGT.20.2	SUPERVISE PHYSICAL FITNESS TESTS	S	12	GYSGT
GYSGT.20.3	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN PHYSICAL FITNESS		S/12	GYSGT
GYSGT.21.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN CLOSE COMBAT		S/12	GYSGT

ENCLOSURE (3)

COMMON ITS LISTING

1. General. This enclosure provides a cross reference of ITS's common to more than one MOS within an OccFld. It is designed to assist the trainer in consolidating training for common tasks.
2. This enclosure does not apply to this Order.

ENCLOSURE (4)

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TRAINING SUPPORT

1. This enclosure does not apply to these ITS's.
2. The Marine Corps University will determine the support required to train the ITS's as part of their various curricula.

ENCLOSURE (5)

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INDIVIDUAL TRAINING STANDARDS FOR MARINE BATTLE SKILLS TRAINING
(MBST), VOLUME 2 - CORPORAL THROUGH GUNNERY SERGEANT

MOS CPLX, THE MARINE CORPORAL

<u>DUTY AREA 1 - MILITARY JUSTICE AND THE LAW OF WAR (IGMS)</u>		
TASK CPLX.1.1	APPREHEND A SUSPECT	6-A-1
TASK CPLX.1.2	CONDUCT A LAWFUL INSPECTION	6-A-1
TASK CPLX.1.3	MAINTAIN THE CHAIN OF CUSTODY FOR EVIDENCE	6-A-2
<u>DUTY AREA 2 - MARINE CORPS ORGANIZATION, HISTORY, CUSTOMS, AND COURTESIES (IGMS)</u>		
TASK CPLX.2.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK	6-A-3
<u>DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)</u>		
TASK CPLX.3.1	CONDUCT REFRESHER TRAINING ON INDIVIDUAL DRILL MOVEMENTS	6-A-3
TASK CPLX.3.2	DRILL SQUAD-SIZE UNIT	6-A-4
TASK CPLX.3.3	EXECUTE THE SWORD MANUAL	6-A-4
<u>DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT (IGMS)</u>		
TASK CPLX.4.1	SUPERVISE PREPARATION FOR A PERSONNEL INSPECTION	6-A-5
TASK CPLX.4.2	SUPERVISE PREPARATION FOR A CLOTHING AND EQUIPMENT INSPECTION	6-A-6
TASK CPLX.4.3	INSPECT CIVILIAN ATTIRE	6-A-6
<u>DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)</u>		
TASK CPLX.5.1	COUNSEL MARINES ON DAILY PERFORMANCE OF DUTIES	6-A-7
TASK CPLX.5.2	ASSIST GUIDED DISCUSSION LEADER IN A LEADERSHIP DISCUSSION	6-A-8
TASK CPLX.5.3	EXPLAIN THE PROFICIENCY/CONDUCT RATING SYSTEM	6-A-9
<u>DUTY AREA 6 - SUBSTANCE ABUSE (IGMS)</u>		
TASK CPLX.6.1	REPORT INDICATORS OF SUBSTANCE ABUSE	6-A-9
<u>DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)</u>		
TASK CPLX.7.1	CONDUCT INDIVIDUAL TRAINING	6-A-10
<u>DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)</u>		
TASK CPLX.8.1	EXPLAIN THE ELEMENTS FOUND IN THE COMBAT ENVIRONMENT	6-A-10
TASK CPLX.8.2	EXPLAIN THE STRESSES A MARINE CAN EXPECT TO EXPERIENCE IN COMBAT	6-A-11
TASK CPLX.8.3	APPLY THE TROOP LEADING STEPS	6-A-11
<u>DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)</u>		
TASK CPLX.9.1	PERFORM DUTIES AS CORPORAL OF THE GUARD	6-A-12
<u>DUTY AREA 10 - CODE OF CONDUCT (IGMS)</u>		
TASK CPLX.10.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK	6-A-12

<u>DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)</u>		
TASK CPLX.11.1	INSTRUCT RANGE ESTIMATION	6-A-13
TASK CPLX.11.2	CONDUCT REFRESHER TRAINING ON HOW TO MAINTAIN THE M16A2 SERVICE RIFLE	6-A-13
<u>DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)</u>		
TASK CPLX.12.1	PERFORM AS AN M60 MACHINEGUN TEAM LEADER	6-A-14
TASK CPLX.12.2	PERFORM AS AN M2/MK19 MACHINEGUN TEAM LEADER	6-A-15
TASK CPLX.12.3	CONSTRUCT MACHINEGUN POSITION	6-A-16
TASK CPLX.12.4	DETERMINE RANGE	6-A-16
TASK CPLX.12.5	PREPARE A RANGE CARD	6-A-17
TASK CPLX.12.6	CONTROL MACHINEGUN TEAM FIRES	6-A-19
TASK CPLX.12.7	LAY AN M60/M2 MACHINEGUN	6-A-20
TASK CPLX.12.8	LAY A MK19 MACHINEGUN	6-A-23
TASK CPLX.12.9	ZERO THE M60 MACHINEGUN	6-A-25
TASK CPLX.12.10	ZERO THE M60 MACHINEGUN USING NIGHT VISION SIGHT	6-A-27
TASK CPLX.12.11	ZERO THE M2 MACHINEGUN	6-A-28
TASK CPLX.12.12	ZERO THE M2 MACHINEGUN USING NIGHT VISION SIGHT	6-A-29
TASK CPLX.12.13	ZERO THE MK19 MACHINEGUN	6-A-30
TASK CPLX.12.14	ZERO THE MK19 MACHINEGUN USING NIGHT VISION SIGHT	6-A-31
<u>DUTY AREA 13 - PATROLLING (ICBT)</u>		
TASK CPLX.13.1	ASSIST IN THE CONDUCT OF A SQUAD-SIZED SECURITY PATROL	6-A-32
TASK CPLX.13.2	ASSIST IN THE CONDUCT OF A SQUAD-SIZED AMBUSH PATROL	6-A-33
<u>DUTY AREA 14 - TACTICAL MEASURES (ICBT)</u>		
TASK CPLX.14.1	ENFORCE CAMOUFLAGE, COVER, AND CONCEALMENT	6-A-35
TASK CPLX.14.2	ENFORCE LIGHT DISCIPLINE	6-A-35
TASK CPLX.14.3	ENFORCE NOISE DISCIPLINE	6-A-36
TASK CPLX.14.4	CONDUCT REFRESHER TRAINING ON INDIVIDUAL MOVEMENT	6-A-36
TASK CPLX.14.5	CONDUCT REFRESHER TRAINING ON FIRE TEAM-SIZE COMBAT FORMATIONS	6-A-37
TASK CPLX.14.6	ISSUE AN OPERATIONS ORDER FOR A FIRE TEAM-SIZE UNIT	6-A-38
TASK CPLX.14.7	PREPARE A TERRAIN MODEL	6-A-39
TASK CPLX.14.8	CONTROL MOVEMENT OF A FIRE TEAM-SIZE UNIT	6-A-39
TASK CPLX.14.9	ESTABLISH DEFENSIVE POSITIONS FOR A FIRE TEAM-SIZE UNIT	6-A-40
TASK CPLX.14.10	ESTABLISH A SECURITY POST	6-A-41
TASK CPLX.14.11	DIRECT ERECTION OF WIRE OBSTACLES	6-A-42
TASK CPLX.14.12	CONTROL UNIT FIRES	6-A-43
TASK CPLX.14.13	CONDUCT REFRESHER TRAINING ON THE TECHNIQUES OF UNAIDED NIGHT VISION	6-A-44
TASK CPLX.14.14	CONDUCT REFRESHER TRAINING ON IDENTIFICATION OF THREAT AND NATO VEHICLES	6-A-44

TASK CPLX.14.15	START A FIRE WITHOUT A MATCH	6-A-45
TASK CPLX.14.16	OBTAIN WATER IN SURVIVAL SITUATIONS	6-A-46
TASK CPLX.14.17	OBTAIN SHELTER IN SURVIVAL SITUATIONS	6-A-48
TASK CPLX.14.18	OBTAIN FOOD IN A SURVIVAL SITUATION	6-A-49
<u>DUTY AREA 15 - HANDGRENADES, MINES, DEMOLITIONS, AND PYROTECHNICS (ICBT)</u>		
TASK CPLX.15.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK	6-A-51
<u>DUTY AREA 16 - NBC DEFENSE (ICBT)</u>		
TASK CPLX.16.1	PREPARE NBC 1 REPORT	6-A-51
TASK CPLX.16.2	IMPLEMENT MISSION-ORIENTED PROTECTIVE POSTURE (MOPP)	6-A-52
<u>DUTY AREA 17 - FIRST AID AND FIELD SANITATION (ICBT)</u>		
TASK CPLX.17.1	ENFORCE PROPER FIELD SANITATION	6-A-53
<u>DUTY AREA 18 - LAND NAVIGATION (ICBT)</u>		
TASK CPLX.18.1	ORIENT A MAP USING FIELD EXPEDIENT TECHNIQUES	6-A-54
TASK CPLX.18.2	LOCATE AN UNKNOWN POINT BY RESECTION	6-A-54
TASK CPLX.18.3	LOCATE AN UNKNOWN POINT BY INTERSECTION	6-A-55
TASK CPLX.18.4	DETERMINE CARDINAL DIRECTIONS BY FIELD EXPEDIENT METHODS	6-A-55
TASK CPLX.18.5	NAVIGATE AROUND AN OBSTACLE USING THE BOX METHOD	6-A-56
TASK CPLX.18.6	CONVERT AZIMUTHS	6-A-56
TASK CPLX.18.7	NAVIGATE BY DEAD RECKONING	6-A-57
TASK CPLX.18.8	DETERMINE THE MAGNETIC AZIMUTH TO A DISTANT POINT	6-A-57
TASK CPLX.18.9	DETERMINE THE ELEVATION OF A POINT USING A MAP	6-A-58
<u>DUTY AREA 19 - COMMUNICATIONS (ICBT)</u>		
TASK CPLX.19.1	OPERATE AN/PRC-68A/KYV-2 RADIO SET	6-A-59
TASK CPLX.19.2	WATERPROOF INDIVIDUAL RADIO EQUIPMENT	6-A-59
TASK CPLX.19.3	ENTER A RADIO TELEPHONE NET	6-A-60
TASK CPLX.19.4	MAINTAIN COMMUNICATION SECURITY BY USING THE NUMERAL CIPHER/AUTHENTICATION SYSTEM	6-A-61
<u>DUTY AREA 20 - PHYSICAL FITNESS (ICBT)</u>		
TASK CPLX.20.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK	6-A-62
<u>DUTY AREA 21 - CLOSE COMBAT (ICBT)</u>		
TASK CPLX.21.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK	6-A-62

MOS SGTX, THE MARINE SERGEANT

<u>DUTY AREA 1 - MILITARY JUSTICE AND THE LAW</u>		
	OF WAR (IGMS)	
TASK SGTX.1.1	CONDUCT REFRESHER TRAINING IN THE LAW OF WAR	6-B-1
TASK SGTX.1.2	INSTRUCT PERSONNEL SEARCH TECHNIQUES	6-B-1
TASK SGTX.1.3	CONDUCT REFRESHER TRAINING ON MAINTAINING THE CHAIN OF CUSTODY FOR EVIDENCE	6-B-2
<u>DUTY AREA 2 - MARINE CORPS ORGANIZATION,</u>		
	HISTORY, CUSTOMS, AND COURTESIES (IGMS)	
TASK SGTX.2.1	CONDUCT REFRESHER TRAINING ON THE ORGANIZATION OF MAGTF'S	6-B-3
TASK SGTX.2.2	CONDUCT REFRESHER HISTORY, CUSTOMS, AND COURTESY TRAINING	6-B-4
<u>DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)</u>		
TASK SGTX.3.1	CONDUCT REFRESHER TRAINING ON SQUAD DRILL MOVEMENTS	6-B-5
TASK SGTX.3.2	DRILL PLATOON SIZE UNIT IN SELECTED MOVEMENTS	6-B-5
TASK SGTX.3.3	CONDUCT REFRESHER TRAINING ON THE SWORD MANUAL	6-B-6
<u>DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT (IGMS)</u>		
TASK SGTX.4.1	CONDUCT A PERSONNEL INSPECTION	6-B-7
TASK SGTX.4.2	INSPECT A CLOTHING AND EQUIPMENT DISPLAY	6-B-7
<u>DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)</u>		
TASK SGTX.5.1	LEAD A LEADERSHIP GUIDED DISCUSSION	6-B-9
TASK SGTX.5.2	EXPLAIN KEY ASPECTS OF THE PERFORMANCE EVALUATION SYSTEM	6-B-9
TASK SGTX.5.3	RECOMMEND CONDUCT AND PROFICIENCY MARKS	6-B-10
TASK SGTX.5.4	ADVISE MARINES OF RESOURCES TO ASSIST IN FAMILY RESPONSIBILITIES	6-B-10
TASK SGTX.5.5	PERSONAL FINANCIAL MANAGEMENT (TBD)	6-B-10
<u>DUTY AREA 6 - SUBSTANCE ABUSE (IGMS)</u>		
TASK SGTX.6.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK	6-B-11
<u>DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)</u>		
TASK SGTX.7.1	DETERMINE INDIVIDUAL PROFICIENCY	6-B-11
TASK SGTX.7.2	CONDUCT INDIVIDUAL/TEAM/CREW TRAINING	6-B-12
TASK SGTX.7.3	CONDUCT AN AFTER ACTION REVIEW	6-B-13
TASK SGTX.7.4	UTILIZE PLATOON-LEVEL MANUAL WAR GAMES	6-B-13
<u>DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)</u>		
TASK SGTX.8.1	CONDUCT REFRESHER TRAINING ON THE TROOP LEADING STEPS	6-B-14
<u>DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)</u>		
TASK SGTX.9.1	PERFORM DUTIES AS SERGEANT OF THE GUARD	6-B-15
TASK SGTX.9.2	CONDUCT REFRESHER TRAINING ON INTERIOR GUARD	6-B-15
TASK SGTX.9.3	CONDUCT REFRESHER TRAINING ON THE APPLICATION OF DEADLY FORCE	6-B-16
ENCLOSURE (6)		

<u>DUTY AREA 10 - CODE OF CONDUCT (IGMS)</u>		
TASK SGTX.10.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK	6-B-17
<u>DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)</u>		
TASK SGTX.11.1	INSTRUCT HOW TO MAINTAIN THE M249 SAW	6-B-17
TASK SGTX.11.2	INSTRUCT HOW TO ZERO THE M249 SAW	6-B-18
TASK SGTX.11.3	INSTRUCT HOW TO ENGAGE TARGETS WITH THE M249 SAW	6-B-19
TASK SGTX.11.4	INSTRUCT HOW TO ENGAGE TARGETS WITH THE M249 SAW USING LIMITED VISIBILITY TECHNIQUES	6-B-20
TASK SGTX.11.5	INSTRUCT HOW TO MAINTAIN THE M203 GRENADE LAUNCHER	6-B-21
TASK SGTX.11.6	INSTRUCT HOW TO ZERO THE M203	6-B-22
TASK SGTX.11.7	INSTRUCT HOW TO ENGAGE TARGETS WITH THE M203	6-B-23
TASK SGTX.11.8	INSTRUCT HOW TO ENGAGE TARGETS WITH THE M203 USING LIMITED VISIBILITY TECHNIQUES	6-B-24
TASK SGTX.11.9	INSTRUCT HOW TO OPERATE THE AT-4	6-B-25
TASK SGTX.11.10	INSTRUCT HOW TO ENGAGE TARGETS WITH THE AT-4	6-B-25
TASK SGTX.11.11	CONDUCT REFRESHER TRAINING ON THE FUNDAMENTALS OF MARKSMANSHIP	6-B-26
TASK SGTX.11.12	CONDUCT REFRESHER TRAINING ON HOW TO FIRE WHILE WEARING THE FIELD PROTECTIVE MASK	6-B-27
<u>DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)</u>		
TASK SGTX.12.1	SUPERVISE THE CONSTRUCTION OF MACHINEGUN POSITIONS	6-B-28
TASK SGTX.12.2	CONTROL MACHINEGUN SQUAD FIRES	6-B-29
TASK SGTX.12.3	DIRECT THE ENGAGEMENT OF AIR TARGETS WITH MACHINEGUN FIRES	6-B-29
TASK SGTX.12.4	SUPERVISE MAINTENANCE OF MACHINEGUNS	6-B-30
TASK SGTX.12.5	INSTRUCT HOW TO LAY A MACHINEGUN	6-B-31
TASK SGTX.12.6	INSTRUCT HOW TO PREPARE A RANGE CARD	6-B-32
TASK SGTX.12.7	INSTRUCT HOW TO OPERATE THE M60 MACHINEGUN	6-B-32
TASK SGTX.12.8	INSTRUCT HOW TO ZERO THE M60 MACHINEGUN	6-B-33
TASK SGTX.12.9	INSTRUCT HOW TO OPERATE THE M2 MACHINEGUN	6-B-34
TASK SGTX.12.10	INSTRUCT HOW TO PREPARE THE M2 MACHINEGUN FOR FIRING	6-B-35
TASK SGTX.12.11	INSTRUCT HOW TO ZERO THE M2 MACHINEGUN	6-B-36
TASK SGTX.12.12	INSTRUCT HOW TO OPERATE THE MK19 MACHINEGUN	6-B-36
TASK SGTX.12.13	INSTRUCT HOW TO ZERO THE MK19 MACHINEGUN	6-B-37
<u>DUTY AREA 13 - PATROLLING (ICBT)</u>		
TASK SGTX.13.1	CONDUCT A SQUAD-SIZED SECURITY PATROL	6-B-39
TASK SGTX.13.2	CONDUCT A SQUAD-SIZED AMBUSH PATROL	6-B-40
TASK SGTX.13.3	ISSUE A PATROL WARNING ORDER	6-B-42
TASK SGTX.13.4	ISSUE A PATROL ORDER	6-B-43
TASK SGTX.13.5	CONDUCT PATROL INSPECTIONS	6-B-45

TASK SGTX.13.6	CONDUCT PATROL REHEARSALS	6-B-45
TASK SGTX.13.7	CONDUCT PATROLLING IMMEDIATE ACTION DRILLS	6-B-46
TASK SGTX.13.8	PREPARE PATROL ROUTES	6-B-47
<u>DUTY AREA 14 - TACTICAL MEASURES (ICBT)</u>		
TASK SGTX.14.1	TRAIN A SQUAD-SIZE UNIT IN BASIC TACTICAL MEASURES	6-B-48
TASK SGTX.14.2	ISSUE AN OPERATIONS ORDER FOR A SQUAD-SIZE UNIT	6-B-48
TASK SGTX.14.3	INSTRUCT SQUAD-SIZE COMBAT FORMATIONS	6-B-49
TASK SGTX.14.4	CONTROL MOVEMENT OF A SQUAD-SIZE UNIT	6-B-50
TASK SGTX.14.5	CONDUCT A SQUAD-SIZED ATTACK	6-B-51
TASK SGTX.14.6	DIRECT REACTION TO ENEMY FIRES	6-B-52
TASK SGTX.14.7	ESTABLISH DEFENSIVE POSITIONS FOR A SQUAD-SIZE UNIT	6-B-52
TASK SGTX.14.8	DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT ANTIARMOR DEVICES	6-B-54
TASK SGTX.14.9	DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT OBSTACLES	6-B-56
TASK SGTX.14.10	ADJUST INDIRECT FIRE	6-B-57
TASK SGTX.14.11	DIRECT AN AIR STRIKE	6-B-57
TASK SGTX.14.12	ESTABLISH A LANDING ZONE	6-B-58
TASK SGTX.14.13	DIRECT A HELICOPTER IN A LANDING ZONE	6-B-59
TASK SGTX.14.14	DIRECT THE MEDEVAC OF A CASUALTY	6-B-60
TASK SGTX.14.15	INSTRUCT HOW TO OPERATE NIGHT VISION GOGGLES	6-B-60
TASK SGTX.14.16	INSTRUCT HOW TO OPERATE THE INDIVIDUAL WEAPON NIGHT VISION SIGHT	6-B-61
TASK SGTX.14.17	INSTRUCT HOW TO OPERATE THE CREW-SERVED WEAPON NIGHT VISION SIGHT	6-B-62
TASK SGTX.14.18	PREPARE A MILITARY SKETCH	6-B-63
TASK SGTX.14.19	SUBMIT A SPOT REPORT	6-B-63
TASK SGTX.14.20	INSTRUCT SURVIVAL SKILLS	6-B-64
TASK SGTX.14.21	CONDUCT REFRESHER TRAINING ON HOW TO OPERATE IN A DIRECTED ENERGY (LASER) ENVIRONMENT	6-B-64
<u>DUTY AREA 15 - HANDGRENADES, MINES, DEMOLITIONS, AND PYROTECHNICS (ICBT)</u>		
TASK SGTX.15.1	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M49A1 TRIP FLARE	6-B-66
TASK SGTX.15.2	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M18A1 CLAYMORE MINE	6-B-66
TASK SGTX.15.3	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M15 ANTITANK MINE	6-B-67
TASK SGTX.15.4	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M16 ANTIPERSONNEL MINE	6-B-68
TASK SGTX.15.5	CONDUCT REFRESHER TRAINING ON HOW TO LOCATE MINES AND BOOBYTRAP SITES	6-B-68
TASK SGTX.15.6	CONDUCT REFRESHER TRAINING ON HOW TO USE HAND GRENADES	6-B-69
TASK SGTX.15.7	CONDUCT REFRESHER TRAINING ON HOW TO USE PYROTECHNICS	6-B-70
TASK SGTX.15.8	DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT DEMOLITIONS	6-B-71
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<u>DUTY AREA 16 - NBC DEFENSE (ICBT)</u>		
TASK SGTX.16.1 PREPARE NBC 4 REPORT	6-B-72
TASK SGTX.16.2 SUPERVISE THE IMPLEMENTATION OF MISSION-ORIENTED PROTECTIVE POSTURE (MOPP)	6-B-73
TASK SGTX.16.3 LEAD MOPP GEAR EXCHANGE	6-B-74
TASK SGTX.16.4 CONDUCT REFRESHER TRAINING ON BASIC SKILLS DECONTAMINATION OF WEAPONS AND EQUIPMENT	6-B-75
TASK SGTX.16.5 CONTROL THE SPREAD OF CONTAMINATION	6-B-76
TASK SGTX.16.6 MINIMIZE ADVERSE EFFECTS OF WEARING MOPP GEAR FOR PROLONGED PERIODS	6-B-77
<u>DUTY AREA 17 - FIRST AID AND FIELD SANITATION (ICBT)</u>		
TASK SGTX.17.1 PERFORM CPR	6-B-79
TASK SGTX.17.2 CONDUCT REFRESHER FIRST AID AND FIELD SANITATION TRAINING	6-B-79
<u>DUTY AREA 18 - LAND NAVIGATION (ICBT)</u>		
TASK SGTX.18.1 NAVIGATE DURING THE DAY USING INTERMEDIATE TECHNIQUES	6-B-81
TASK SGTX.18.2 NAVIGATE DURING THE NIGHT USING INTERMEDIATE TECHNIQUES	6-B-81
<u>DUTY AREA 19 - COMMUNICATIONS (ICBT)</u>		
TASK SGTX.19.1 CONDUCT REFRESHER TRAINING ON HOW TO OPERATE THE AN/PRC-77 RADIO SET	6-B-82
TASK SGTX.19.2 CONDUCT REFRESHER TRAINING ON HOW TO OPERATE THE AN/PRC-77 RADIO SET	6-B-83
TASK SGTX.19.3 CONDUCT REFRESHER TRAINING ON HOW TO OPERATE FIELD TELEPHONES	6-B-84
TASK SGTX.19.4 SUPERVISE OPERATOR LEVEL MAINTENANCE OF PORTABLE COMMUNICATION EQUIPMENT	6-B-85
TASK SGTX.19.5 APPLY THE ELEMENTS OF COMMUNICATION	6-B-85
<u>DUTY AREA 20 - PHYSICAL FITNESS (ICBT)</u>		
TASK SGTX.20.1 LEAD UNIT PHYSICAL FITNESS TRAINING	6-B-86
<u>DUTY AREA 21 - CLOSE COMBAT (ICBT)</u>		
TASK SGTX.21.1 LEAD CLOSE COMBAT TRAINING	6-B-86

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MOS SSGT, THE MARINE STAFF SERGEANT

<u>DUTY AREA 1 - MILITARY JUSTICE AND THE LAW OF WAR (IGMS)</u>		
TASK SSGT.1.1	CONDUCT REFRESHER TRAINING IN MILITARY JUSTICE	6-C-1
TASK SSGT.1.2	CONDUCT A LAWFUL SEARCH	6-C-1
TASK SSGT.1.3	ADMINISTER UCMJ ARTICLE 31 ADVISEMENT	6-C-2
TASK SSGT.1.4	DOCUMENT A SUSPECTED OFFENSE OF THE UCMJ	6-C-3
<u>DUTY AREA 2 - MARINE CORPS ORGANIZATION, HISTORY, CUSTOMS, AND COURTESIES (IGMS)</u>		
TASK SSGT.2.1	CONDUCT REFRESHER TRAINING IN MARINE CORPS HISTORY	6-C-3
TASK SSGT.2.2	CONDUCT REFRESHER TRAINING ON MARINE CORPS ORGANIZATION	6-C-4
<u>DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)</u>		
TASK SSGT.3.1	DRILL COMPANY-SIZE UNITS IN SELECTED MOVEMENTS	6-C-5
TASK SSGT.3.2	DRILL PLATOON-SIZE UNITS	6-C-5
TASK SSGT.3.3	CONDUCT REFRESHER TRAINING IN PLATOON DRILL	6-C-5
TASK SSGT.3.4	PARTICIPATE IN A PARADE STAFF	6-C-6
<u>DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT (IGMS)</u>		
TASK SSGT.4.1	CONDUCT REFRESHER TRAINING IN UNIFORM REGULATIONS	6-C-7
TASK SSGT.4.2	CONDUCT REFRESHER TRAINING IN MAINTAINING A PROFESSIONAL PERSONAL APPEARANCE	6-C-8
<u>DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)</u>		
TASK SSGT.5.1	INSTRUCT GENERAL LEADERSHIP	6-C-9
TASK SSGT.5.2	INSTRUCT MARINES IN COUNSELING	6-C-10
TASK SSGT.5.3	CONDUCT REFRESHER TRAINING ON EDUCATIONAL BENEFITS	6-C-11
TASK SSGT.5.4	CONDUCT LEADERSHIP TRAINING FOR MARINES	6-C-12
TASK SSGT.5.5	ADVISE MARINES ON INDIVIDUAL PERSONNEL ADMINISTRATION	6-C-13
TASK SSGT.5.6	PERSONAL FINANCIAL MANAGEMENT (TBD)	6-C-14
<u>DUTY AREA 6 - SUBSTANCE ABUSE (IGMS)</u>		
TASK SSGT.6.1	CONDUCT REFRESHER TRAINING ON THE MARINE CORPS SUBSTANCE ABUSE PROGRAM	6-C-14
<u>DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)</u>		
TASK SSGT.7.1	DETERMINE INDIVIDUAL PROFICIENCIES OF THE UNIT	6-C-15
TASK SSGT.7.2	PREPARE INDIVIDUAL TRAINING INPUT FOR THE UNIT'S TRAINING SCHEDULE	6-C-16
TASK SSGT.7.3	EXECUTE THE UNIT'S TRAINING SCHEDULE	6-C-17
TASK SSGT.7.4	UTILIZE COMPANY-LEVEL MANUAL WAR GAMES	6-C-17
<u>DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)</u>		
TASK SSGT.8.1	CONDUCT REFRESHER TRAINING ON THE CHARACTERISTICS THAT ENABLE MARINES TO OVERCOME FEAR	6-C-18
TASK SSGT.8.2	CONDUCT REFRESHER TRAINING ON THE ELEMENTS FOUND IN THE COMBAT ENVIRONMENT	6-C-19
ENCLOSURE (6)		

TASK SSGT.8.3	CONDUCT REFRESHER TRAINING ON THE STRESSES A MARINE CAN EXPECT IN COMBAT	6-C-19
<u>DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)</u>		
TASK SSGT.9.1	PERFORM DUTIES OF COMMANDER OF THE GUARD	6-C-20
<u>DUTY AREA 10 - CODE OF CONDUCT (IGMS)</u>		
TASK SSGT.10.1	CONDUCT REFRESHER TRAINING ON THE TREATMENT OF POW'S	6-C-21
TASK SSGT.10.2	CONDUCT REFRESHER TRAINING ON THE CODE OF CONDUCT	6-C-22
<u>DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)</u>		
TASK SSGT.11.1	ENGAGE TARGETS WITH THE M9 SERVICE PISTOL	6-C-23
TASK SSGT.11.2	MAINTAIN THE M9 SERVICE PISTOL	6-C-23
TASK SSGT.11.3	ENFORCE LIVE FIRE SAFETY REGULATIONS	6-C-24
TASK SSGT.11.4	REPORT AMMUNITION MALFUNCTION	6-C-25
<u>DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)</u>		
TASK SSGT.12.1	EMPLOY MACHINEGUNS	6-C-26
TASK SSGT.12.2	SELECT M60 MACHINEGUN FIRING POSITIONS	6-C-27
TASK SSGT.12.3	SELECT HMG FIRING POSITIONS	6-C-28
TASK SSGT.12.4	ASSIGN A MACHINEGUN FPL/PDF	6-C-29
<u>DUTY AREA 13 - PATROLLING (ICBT)</u>		
TASK SSGT.13.1	CONDUCT A PLATOON-SIZED SECURITY PATROL	6-C-30
TASK SSGT.13.2	CONDUCT A PLATOON-SIZED AMBUSH PATROL	6-C-32
TASK SSGT.13.3	CONDUCT REFRESHER TRAINING IN SECURITY PATROLLING	6-C-34
TASK SSGT.13.4	CONDUCT REFRESHER TRAINING IN AMBUSH PATROLLING	6-C-35
TASK SSGT.13.5	CONDUCT REFRESHER TRAINING IN PATROLLING IMMEDIATE ACTION DRILLS	6-C-37
TASK SSGT.13.6	SUPERVISE PATROL PREPARATIONS	6-C-37
<u>DUTY AREA 14 - TACTICAL MEASURES (ICBT)</u>		
TASK SSGT.14.1	TRAIN A PLATOON-SIZE UNIT IN BASIC TACTICAL MEASURES	6-C-38
TASK SSGT.14.2	ISSUE AN OPERATIONS ORDER FOR AN OFFENSIVE MISSION	6-C-39
TASK SSGT.14.3	PREPARE A FIRE SUPPORT PLAN FOR PLATOON-SIZE OFFENSIVE OPERATION	6-C-40
TASK SSGT.14.4	CONTROL UNIT MOVEMENT	6-C-41
TASK SSGT.14.5	CONTROL OFFENSIVE FIRES	6-C-42
TASK SSGT.14.6	CONDUCT AN ANTIARMOR AMBUSH	6-C-43
TASK SSGT.14.7	ISSUE AN OPERATIONS ORDER FOR A DEFENSIVE MISSION	6-C-44
TASK SSGT.14.8	PREPARE A FIRE PLAN FOR PLATOON-SIZE DEFENSIVE POSITION	6-C-46
TASK SSGT.14.9	ASSIGN SQUAD-SIZE DEFENSIVE POSITIONS	6-C-47
TASK SSGT.14.10	CONTROL DEFENSIVE FIRES	6-C-48
TASK SSGT.14.11	DIRECT THE PLACEMENT OF WIRE OBSTACLES	6-C-49

<u>DUTY AREA 15 - HANDGRENADES, MINES, DEMOLITIONS, AND PYROTECHNICS (ICBT)</u>		
TASK SSGT.15.1 DIRECT THE INSTALLATION OF A HASTY PROTECTIVE MINEFIELD	6-C-50
TASK SSGT.15.2 DIRECT THE RECOVERY OF A HASTY PROTECTIVE MINEFIELD	6-C-52
<u>DUTY AREA 16 - NBC DEFENSE (ICBT)</u>		
TASK SSGT.16.1 ASSIST COMMANDER ON UNMASKING PROCEDURES	6-C-53
TASK SSGT.16.2 SUPERVISE CONDUCT OF MASK CONFIDENCE EXERCISE	6-C-54
TASK SSGT.16.3 DESCRIBE THE NBC DEFENSE ORGANIZATIONS IN A BATTALION/SQUADRON	6-C-54
TASK SSGT.16.4 EXECUTE PROTECTIVE MEASURES FOR A NUCLEAR ATTACK	6-C-56
TASK SSGT.16.5 EXECUTE PROTECTIVE MEASURES FOR A BIOLOGICAL/CHEMICAL ATTACK	6-C-58
<u>DUTY AREA 17 - FIRST AID AND FIELD SANITATION (ICBT)</u>		
TASK SSGT.17.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK	6-C-60
<u>DUTY AREA 18 - LAND NAVIGATION (ICBT)</u>		
TASK SSGT.18.1 NAVIGATE DURING THE DAY USING ADVANCED TECHNIQUES	6-C-60
TASK SSGT.18.2 NAVIGATE DURING THE NIGHT USING ADVANCED TECHNIQUES	6-C-61
<u>DUTY AREA 19 - COMMUNICATIONS (ICBT)</u>		
TASK SSGT.19.1 OPERATE CRYPTOGRAPHIC COMMUNICATIONS SECURITY EQUIPMENT WITH TACTICAL RADIO SET	6-C-61
<u>DUTY AREA 20 - PHYSICAL FITNESS (ICBT)</u>		
TASK SSGT.20.1 ADMINISTER A PHYSICAL FITNESS TEST	6-C-62
TASK SSGT.20.2 LEAD REMEDIAL PHYSICAL FITNESS TRAINING	6-C-63
<u>DUTY AREA 21 - CLOSE COMBAT (ICBT)</u>		
TASK SSGT.21.1 CONDUCT REFRESHER CLOSE COMBAT TRAINING	6-C-64

ENCLOSURE (6)

MOS GYSGT, THE MARINE GUNNERY SERGEANT

<u>DUTY AREA 1 - MILITARY JUSTICE AND THE LAW OF WAR (IGMS)</u>		
TASK GYSGT.1.1	CONDUCT A PRELIMINARY INQUIRY	6-D-1
TASK GYSGT.1.2	CONDUCT A JAG MANUAL INVESTIGATION	6-D-1
<u>DUTY AREA 2 - MARINE CORPS ORGANIZATION, HISTORY, CUSTOMS, AND COURTESIES (IGMS)</u>		
TASK GYSGT.2.1	NO TASKS IN THIS DUTY AREA FOR THIS RANK	6-D-2
<u>DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)</u>		
TASK GYSGT.3.1	DRILL COMPANY-SIZE UNITS	6-D-3
TASK GYSGT.3.2	ORGANIZE A BATTALION-SIZE PARADE	6-D-3
TASK GYSGT.3.3	INSTRUCT THE MANUAL OF THE GUIDON	6-D-3
TASK GYSGT.3.4	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN DRILL	6-D-4
<u>DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT (IGMS)</u>		
TASK GYSGT.4.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN UNIFORM, CLOTHING, AND EQUIPMENT	6-D-5
<u>DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)</u>		
TASK GYSGT.5.1	SUPERVISE UNIT'S INDIVIDUAL LEADERSHIP TRAINING	6-D-6
<u>DUTY AREA 6 - SUBSTANCE ABUSE (IGMS)</u>		
TASK GYSGT.6.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN SUBSTANCE ABUSE	6-D-7
<u>DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)</u>		
TASK GYSGT.7.1	PREPARE INDIVIDUAL TRAINING INPUT FOR THE UNIT'S MID-RANGE PLAN	6-D-8
TASK GYSGT.7.2	RECOMMEND INDIVIDUAL TRAINING GOALS	6-D-9
TASK GYSGT.7.3	RECOMMEND INDIVIDUAL TRAINING PRIORITIES	6-D-10
<u>DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)</u>		
TASK GYSGT.8.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN COMBAT LEADERSHIP	6-D-11
<u>DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)</u>		
TASK GYSGT.9.1	INSTRUCT TERRORIST COUNTERACTIONS	6-D-12
TASK GYSGT.9.2	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN MILITARY SECURITY AND INTERIOR GUARD	6-D-12
<u>DUTY AREA 10 - CODE OF CONDUCT (IGMS)</u>		
TASK GYSGT.10.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN THE CODE OF CONDUCT	6-D-14
<u>DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)</u>		
TASK GYSGT.11.1	SUPERVISE INDIVIDUAL WEAPONS TRAINING FOR UNIT	6-D-15
<u>DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)</u>		
TASK GYSGT.12.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN CREW-SERVED WEAPONS	6-D-16
<u>DUTY AREA 13 - PATROLLING (ICBT)</u>		
TASK GYSGT.13.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN PATROLLING	6-D-17

ENCLOSURE (6)

<u>DUTY AREA 14 - TACTICAL MEASURES (ICBT)</u>		
TASK GYSGT.14.1	ESTABLISH A COMPANY-SIZE COMMAND POST	6-D-18
TASK GYSGT.14.2	PREPARE OPERATION OVERLAY	6-D-19
TASK GYSGT.14.3	PREPARE SITUATION MAP	6-D-19
TASK GYSGT.14.4	REQUEST RESUPPLY	6-D-20
TASK GYSGT.14.5	DIRECT CASUALTY EVACUATION	6-D-21
TASK GYSGT.14.6	DIRECT THE HANDLING OF CAPTURED ENEMY PERSONNEL	6-D-22
TASK GYSGT.14.7	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN TACTICAL MEASURES	6-D-23
<u>DUTY AREA 15 - HANDGRENADES, MINES, DEMOLITIONS, AND PYROTECHNICS (ICBT)</u>		
TASK GYSGT.15.1	SUPERVISE UNIT'S INDIVIDUAL TRAINING IN HAND GRENADES, MINES, DEMOLITIONS, AND PYROTECHNICS	6-D-24
<u>DUTY AREA 16 - NBC DEFENSE (ICBT)</u>		
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ENCLOSURE (6)

MOS CPLX, THE MARINE CORPORAL

DUTY AREA 1 - MILITARY JUSTICE AND THE LAW OF WAR (IGMS)

TASK: CPLX.1.1 APPREHEND A SUSPECT

CONDITION(S): Provided a suspect apprehension situation.

STANDARD: As per the references, apprehend the suspect, administer rights advisement and search as appropriate.

PERFORMANCE STEPS:

1. Halt the suspect.
2. Approach the suspect.
3. Establish identity with the suspect.
4. Use only the necessary force to make the apprehension.
5. Inform suspect of the reason for apprehension.
6. Conduct a safety/pat-down search of the suspect's clothing to reveal potential hidden weapons or contraband.
7. Do not interrogate.
8. Transport suspect to appropriate authority (Officer of the Day or Military Police).

REFERENCE(S):

1. FM 19-10, MP Administration and Operations
2. FM 19-20, Military Police Investigations
3. Manual for Courts-Martial
4. MCO P5580.2, Law Enforcement Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.1.2 CONDUCT A LAWFUL INSPECTION

CONDITION(S): Provided a situation which requires inspection of a unit, organization, installation, vessel, aircraft or vehicle to ensure and determine the security, military fitness, or good order and discipline as determined by competent authority (Commanding Officer).

STANDARD: As per the references, the Marine will conduct a lawful inspection of government property or Marines under his direction with the primary purpose as stated in conditions above and not for the primary purpose of obtaining evidence for use in a trial by court-martial or in any other disciplinary proceeding.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Conduct the inspection in reasonable fashion.
3. Utilize any reasonable natural or technological aid.

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4. Conduct inspection with or without prior notice.
5. Seize unlawful weapons, contraband, evidence of a crime or any other unauthorized items. (If any item is seized, post a guard to ensure the scene is not disturbed.)
6. Ensure extent and mode of inspection is consistent for all personnel inspected.
7. Report results of inspection to commanding officer.

REFERENCE(S):

1. Manual for Courts-Martial
2. MCO P1080.35C, Personnel Reporting Instructions Manual
3. MCO P1070.12, Individual Records Administration Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.1.3 MAINTAIN THE CHAIN OF CUSTODY FOR EVIDENCE

CONDITION(S): Provided a requirement to maintain the chain of custody for evidence.

STANDARD: As per the references, maintain the chain of custody for evidence to ensure admissibility for trial by court martial or nonjudicial punishment.

PERFORMANCE STEPS:

1. Obtain evidence.
2. Note time, place, from whom or where the evidence was seized and describe the evidence.
3. Safeguard the evidence in your possession.
4. Keep the evidence on your person if possible.
5. Lock it up in an area in which only you have access. (Under no circumstances leave the evidence unattended in an unsecured area).
6. Deliver the evidence to law enforcement personnel or other competent authorities promptly.
7. Establish chain of custody by filling out receipt (NAVMC 10844), when handing over evidence.
8. Account for every person having custody of the evidence.

REFERENCE(S):

1. Manual for Courts-Martial
2. MCO P1080.35C, Personnel Reporting Instructions Manual
3. MCO P1070.12, Individual Records Administration Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 2 - MARINE CORPS ORGANIZATION, HISTORY, CUSTOMS, AND
COURTESIES (IGMS)

TASK: CPLX.2.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)

TASK: CPLX.3.1 CONDUCT REFRESHER TRAINING ON INDIVIDUAL DRILL
MOVEMENTS

CONDITION(S): Provided an appropriate drill area and Marines
equipped with rifles.

STANDARD: Per the references, instruct the execution of
individual drill movements.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse.
3. Present the instruction.
 - a. Explain the purpose of close order drill.
 - b. Demonstrate the techniques in giving drill commands.
Proper commands will be characterized by:
 - (1) Precision.
 - (2) Positive attitude.
 - (3) Control.
 - (4) Distinctiveness.
 - (5) Inspiring inflection.
 - (6) Proper cadence.
 - c. Demonstrate individual drill movements without arms.
 - d. Demonstrate individual drill movements with arms.
4. Ensure the Marines understood what was taught through
practical application.
5. Record and report training completed.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects
Handbook

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3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How To Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.3.2 DRILL SQUAD-SIZE UNIT

CONDITION(S): Provided an appropriate drill area and a squad of Marines equipped with rifles.

STANDARD: Per the references, conduct unit drill movements.

PERFORMANCE STEPS:

1. Execute the commands for squad movements.
 - a. Form the squad.
 - b. Dismiss the squad.
 - c. Change the direction.
 - d. Alignment on line.
 - e. Alignment in column.
 - f. Close and extend the interval.
 - g. Obliques.
 - h. Flanks.
2. Utilize proper command voice.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.3.3 EXECUTE THE SWORD MANUAL

CONDITION(S): Provided an NCO sword and without the aid of references.

STANDARD: Per the reference, execute, on command, the sword manual.

PERFORMANCE STEPS:

1. Explain the sword manual.
2. Demonstrate the sword manual.
 - a. Draw sword.
 - b. Order sword.
 - c. Carry sword.
 - d. Present sword.

- e. Proper carriage while marching.
- f. Eyes right while marching.
- g. Rests with sword.
- h. Return sword.

REFERENCE(S): NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT (IGMS)

TASK: CPLX.4.1 SUPERVISE PREPARATION FOR A PERSONNEL INSPECTION.

CONDITION(S): Provided a group of armed or unarmed Marines and a requirement to prepare for a personnel inspection.

STANDARD: As per the references, supervise Marines in preparing for inspection, identify all discrepancies for both male and female Marines, and direct corrective action as necessary.

PERFORMANCE STEPS:

1. Gather and study reference materials.
 - a. Male Marines
 - b. Woman Marines
2. Prepare and rehearse for the inspection.
3. Conduct preliminary inspections.
 - a. Ensure proper fit.
 - b. Ensure uniforms are serviceable.
 - c. Ensure accessories are correct.
 - d. Ensure grooming standards are maintained.
 - e. Ensure weapons are properly maintained.
 - f. Ensure proper execution of manual of arms.
4. Note all discrepancies.
5. Supervise to ensure that discrepancies are corrected.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
2. MCO P1020.34E, Marine Corps Uniform Regulations
3. MCO P1020.28E, Individual Clothing Regulations
4. Applicable weapon TM

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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ENCLOSURE (6)

TASK: CPLX.4.2 SUPERVISE PREPARATION FOR A CLOTHING AND
EQUIPMENT INSPECTION

CONDITION(S): Provided a group of Marines and a requirement to
prepare for a clothing and equipment inspection.

STANDARD: As per the references, supervise Marines in
preparing their clothing and equipment displays, identify all
discrepancies for both male and female Marines, and direct
corrective action as necessary.

PERFORMANCE STEPS:

1. Gather and study reference materials.
 - a. Male Marines.
 - b. Woman Marines.
2. Provide guidance to Marines.
3. Conduct preliminary inspection of the displays.
 - a. Ensure all items of clothing are correctly display and
are serviceable.
 - b. Ensure all brass and leather items are properly
polished.
 - c. Ensure cloth insignia and service stripes are correctly
sewn and that metal/plastic ornaments and buttons are of
the correct color.
 - d. Ensure identification tags, medical warning tags (as
applicable), and ID cards are serviceable.
 - e. Ensure all items are properly marked.
 - f. Ensure items are displayed or worn by the individual at
the time of the inspection are accounted for by an
itemized laundry, dry cleaning, tailor, or cobbler
slip.
 - g. Ensure individuals that are required to wear a medical
warning tag display this tag next to their
identification tags.
4. Note all discrepancies.
5. Supervise to ensure that discrepancies are corrected.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects
Handbook
2. NAVMEDCOMINST 6150.2, Medical Warning Tag; Use of
3. MCO P1020.34E, Marine Corps Uniform Regulations
4. MCO P1020.28E, Individual Clothing Regulations
5. Applicable weapon TM

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.4.3 INSPECT CIVILIAN ATTIRE

CONDITION(S): Provided a requirement to inspect Marines in
civilian attire.

STANDARD: Inspect civilian attire to ensure compliance with
the references by both male and female Marines.

PERFORMANCE STEPS:

1. Gather and study reference materials.

- a. Male Marines.
 - b. Woman Marines.
2. Prepare and rehearse for the inspection.
3. Conduct the inspection.
 - a. Ensure civilian attire is clean and serviceable.
 - b. Ensure only authorized uniform accessories are worn.
 - c. Ensure civilian attire is not eccentric and maintain the same high standards of Marines in uniform.
4. Note all discrepancies.
5. Report inspection results as required.

REFERENCE(S):

1. MCO P1020.34E, Marine Corps Uniform Regulations

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)

TASK: CPLX.5.1 COUNSEL MARINES ON DAILY PERFORMANCE OF DUTIES

CONDITION(S): Provided a Marine who requires personal and performance counseling.

STANDARD: As per the references, counsel Marines by listening, communicating advice, instructing, providing recommended ways to improve, or directing with the intent to positively influence attitude, behavior or performance.

PERFORMANCE STEPS:

1. Identify indicators of potential failures.
2. Identify indicators of stress associated with training.
3. Determine the counseling method:
 - a. On-the-spot.
 - b. Informal.
 - c. Formal.
4. Determine which approach would be more effective for the given situation:
 - a. Directive.
 - b. Nondirective.
 - c. Combined.
5. Enable the Marine to define the problem.
6. Conduct counseling.
 - a. Enable the Marine to reveal feelings.

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ENCLOSURE (6)

- b. Demonstrate honesty, tactfulness, patience, sincerity, understanding, interest, concern, empathy, and respect.
 - c. Avoid arguing, passing judgment, passing bad information, or making the counseled Marine's decision for him or her.
- 7. Make referrals when necessary.
 - 8. Recommend ways for the Marine to improve performance.
 - 9. Determine follow-up action or counseling date.
 - 10. If applicable, prepare evaluations.
 - 11. If applicable, maintain Performance Record.

REFERENCE(S):

- 1. NAVMC 2795, User's Guide to Counseling
- 2. NAVMC 2767, User's Guide to Marine Corps Leadership Training
- 3. FM 22-100, Military Leadership
- 4. MCO P1610.7C, Performance Evaluation System

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
-

TASK: CPLX.5.2 ASSIST GUIDED DISCUSSION LEADER IN A LEADERSHIP DISCUSSION

CONDITION(S): Provided the requirement to assist a discussion leader in a leadership guided discussion.

STANDARD: As per the references, assist in the conduct leadership training using discussion leader techniques.

PERFORMANCE STEPS:

- 1. Receive guidance from designated discussion leader.
- 2. Prepare for session.
- 3. Participate in discussion.
- 4. Assist discussion leader using discussion leading techniques.

REFERENCE(S):

- 1. FMFM 0-1, Unit Training Management Guide
- 2. FMFM 0-1A, How to Conduct Training
- 3. Discussion Leaders' Guide

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.5.3 EXPLAIN THE PROFICIENCY/CONDUCT RATING SYSTEM

CONDITION(S): Provided the reference or extract and the requirement to explain the rating system.

STANDARD: Per the references, describe the proficiency and conduct marking system.

PERFORMANCE STEPS:

1. Describe the adjective ratings and the corresponding marks and standards performance.
2. Describe the adjective ratings and the corresponding marks and standards of conduct.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 6 - SUBSTANCE ABUSE (IGMS)

TASK: CPLX.6.1 REPORT INDICATORS OF SUBSTANCE ABUSE

CONDITION(S): Provided circumstances where substance abuse is suspected.

STANDARD: Per the reference, recognize indicators of substance abuse.

PERFORMANCE STEPS:

1. Determine recognizable substance abuse indicators.
 - a. Hangovers.
 - b. Blackouts.
 - c. Fatigue.
 - d. Illnesses.
 - e. Conflicts.
 - (1) Family.
 - (2) Peers.
 - (3) Authorities.
 - f. Moral deterioration.
 - g. Financial problems.
 - h. Change in work performance.
2. Ascertain if indicators are present.
3. Take appropriate action.

REFERENCE(S):

1. MCO P5300.12, The Marine Corps Substance Abuse Program

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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ENCLOSURE (6)

DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)

TASK: CPLX.7.1 CONDUCT INDIVIDUAL TRAINING

CONDITION(S): Provided Marines needing training, a training site, training support equipment, and the references.

STANDARD: As per the references, conduct performance oriented individual training.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Determine the required training standard.
3. Prepare and rehearse prior to conducting the training.
4. Ensure training methods are performance oriented.
5. Conduct the training.
6. Evaluate Marines to ensure they can perform to the required standard.
7. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. Applicable individual training standards for OccFld's and MOS's
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)

TASK: CPLX.8.1 EXPLAIN THE ELEMENTS FOUND IN THE COMBAT ENVIRONMENT

CONDITION(S): Provided NAVMC 2767, User's Guide to Marine Corps Leadership Training.

STANDARD: As per the references, explain the nine common elements found in the combat environment.

PERFORMANCE STEPS:

1. Explain violent, unnerving sights and sounds.
2. Explain casualties.
3. Explain confusion and lack of information.
4. Explain feelings of isolation.
5. Explain communications breakdowns.
6. Explain individual discomfort and fatigue.

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7. Explain fear, stress and mental fatigue.
8. Explain homesickness.

REFERENCE(S):

1. NAVMC 2767, User's Guide to Marine Corps Leadership Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.8.2 EXPLAIN THE STRESSES A MARINE CAN EXPECT TO EXPERIENCE IN COMBAT

CONDITION(S): Provided NAVMC 2767, User's Guide to Marine Corps Leadership Training.

STANDARD: As per the references, explain five stresses a Marine can expect in combat.

PERFORMANCE STEPS:

1. Explain source of extreme risk and fear.
2. Explain fog of war.
3. Explain source of discomfort and fatigue.
4. Explain casualties.
5. Explain boredom.

REFERENCE(S):

1. NAVMC 2767, User's Guide to Marine Corps Leadership Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.8.3 APPLY THE TROOP LEADING STEPS

CONDITION(S): Provided a mission, without the aid of the reference.

STANDARD: As per the reference, apply the troop leading steps to accomplish the mission.

PERFORMANCE STEPS:

1. Apply the concept of begin planning.
2. Apply the concept of arranging for a reconnaissance.
3. Apply the concept of making a reconnaissance.
4. Apply the concept of completing the plan.
5. Apply the concept of issuing the order.
6. Apply the concept of supervising.

REFERENCE(S):

1. USMC Battle Drill Guide
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

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3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)

TASK: CPLX.9.1 PERFORM DUTIES AS CORPORAL OF THE GUARD

CONDITION(S): The Marine is assigned as Corporal of the Guard for a guard section.

STANDARD: Supervise the guard of the day, ensuring that all orders and procedures are carried out correctly.

PERFORMANCE STEPS:

1. Conduct guard school.
2. Conduct guard mount.
3. Post/relieve all sentries.
4. Maintain a logbook.
5. Inspect posts.
6. Enforce general and special orders.
7. Account for guard property.

REFERENCE(S):

1. NAVMC 2691A, Interior Guard Manual
2. FM 22-6, Guard Duty

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 10 - CODE OF CONDUCT (IGMS)

TASK: CPLX.10.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)

TASK: CPLX.11.1 INSTRUCT RANGE ESTIMATION

CONDITION(S): Provided a sector of observation with identifiable terrain and manmade objects.

STANDARD: Instruct Marines so that they will be able to estimate ranges of 50 to 300 meters, per the references.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Demonstrate the procedures to estimate range in meters using the football field method.
 - b. Demonstrate the procedures to estimate a range by relative appearance of objects.
4. Ensure the Marines understand what was presented to them through evaluation/practical application.
5. Record and report training completed.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad
2. FM 21-75, Combat Skills of the Soldier
3. FM 6-30, Observed Fire Procedures
4. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
5. FMFM 0-1, Unit Training Management Guide
6. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.11.2 CONDUCT REFRESHER TRAINING ON HOW TO MAINTAIN THE M16A2 SERVICE RIFLE

CONDITION(S): Provided a training site, training support equipment (small arms equipment case (NSN 8465-00-781-9564), slide projector, blackboard, etc.), the references, and an assistant.

STANDARD: Instruct care and cleaning of the service rifle, per the references.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class to include the following information.
 - a. Handle the weapon according to basic weapons handling procedures.
 - b. Ensure the proper cleaning gear is present.
 - c. Field strip the weapon (general disassembly).
 - d. Inspect and clean as appropriate.

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- e. Lubricate all appropriate parts.
 - f. Reassemble the weapon.
 - g. Perform preventive maintenance check.
 - h. Perform a function check.
 - i. Report discrepancies per unit SOP.
4. Ensure the Marines understand what was presented to them through evaluation/practical application.
 5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. TM 05538C-10/1, U.S. Marine Corps Operator's Manual w/Components List
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)

3.1

TASK: CPLX.12.1 PERFORM AS AN M60 MACHINEGUN TEAM LEADER

CONDITION(S): Provided a tactical scenario in any combat environment (day and night), an M60 machinegun team, a tripod with T&E mechanism, and ammunition. (The team leader for an M60 machinegun team also functions as the assistant gunner.)

STANDARD: Employ the machinegun team to accomplish the mission per squad leader's commands.

PERFORMANCE STEPS:

1. Direct the team members in their duties.
 - a. Gunner.
 - b. Ammunition bearer.
2. Perform appropriate duties to place the machinegun into action.
3. Prepare a range card.
4. Assist the gunner in loading the machinegun.
5. Assist the gunner in correcting malfunctions.
6. Assist the gunner in clearing stoppages by performing immediate action.
7. Assist the gunner in changing barrels, as appropriate.
8. Direct the gunner's adjustment onto the target during target engagement.
9. Perform appropriate duties to take machinegun out of action.

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REFERENCE(S):

1. FMFRP 6-15, Machineguns and Machinegun Gunnery
2. TM 9-1005-311-0, Operator's Manual for Machine Gun, 7.62 mm, M-60E3
3. USMC Battle Drill Guide

ADMINISTRATIVE INSTRUCTIONS:

1. Throughout the task, ensure the weapon is handled in a safe manner.
-

3.1

TASK: CPLX.12.2 PERFORM AS AN M2/MK19 MACHINEGUN TEAM LEADER

CONDITION(S): Provided a tactical scenario in any combat environment (day and night), an M2 or MK19 machinegun team, a tripod with T&E mechanism, and ammunition. (The team leader for an M2/MK19 machinegun team also functions as the gunner.)

STANDARD: Employ the machinegun team to accomplish the mission per squad leader's commands.

PERFORMANCE STEPS:

1. Direct the team members in their duties.
 - a. Assistant gunner.
 - b. Ammunition bearer.
2. Place the machinegun into action.
3. Prepare a range card.
4. Load the machinegun.
5. Correct malfunctions.
6. Clear stoppages by performing immediate action.
7. Change barrels (M2).
8. Adjust onto the target during target engagement.
9. Take machinegun out of action.

REFERENCE(S):

1. FMFRP 6-15, Machineguns and Machinegun Gunnery
2. TM 85221A-10/1A, Operator's Manual and Components List for Machine Gun, 40 mm, MK-19 Mod 3
3. TM 9-1005-213-10, Operator's Manual for Machine Gun, Caliber.50, M2 Heavy Barrel
4. USMC Battle Drill Guide

ADMINISTRATIVE INSTRUCTIONS:

1. Throughout the task, ensure the weapon is handled in a safe manner.
-

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ENCLOSURE (6)

TASK: CPLX.12.3 CONSTRUCT MACHINEGUN POSITION

CONDITION(S): Provided a tripod mounted M60, M2, or MK19 machinegun, assistant gunner, sector of fire, entrenchment tools, and selected firing position.

STANDARD: The position must allow the gun to fire the assigned mission (PDF/FPL) and cover the entire sector of fire. The hole must be shaped so that the gunner and assistant gunner have access to the gun. Upon completion, the position will afford protection from direct frontal small arms fire and the crushing action of tanks; it will blend well enough with the surroundings so that it cannot be detected from approximately 35 meters to the front; and from it, the Marine will be able to observe and take under fire personnel moving into his sector of fire. The position should afford natural cover such as mounds of earth, stumps, trees, etc., whenever possible.

PERFORMANCE STEPS:

1. Position tripod.
2. Clear fields of fire.
3. Prepare hasty position.
4. Mark dimensions of hole.
5. Emplace limiting stakes.
6. Dig hole.
7. Dig a water sump.
8. Dig a grenade sump.
9. Construct a parapet.
10. Construct overhead cover.
11. Camouflage the position.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 7-7, The Mechanized Infantry Platoon and Squad
4. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3
5. USMC Battle Drill Guide

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.12.4 DETERMINE RANGE

CONDITION(S): The Marine acting as a gunner, is provided a zeroed machinegun, field firing range with targets, designated sector of fire, and 80 rounds of ammunition for the M60/M2 and 63 rounds for the MK19.

STANDARD: The Marine must determine the range to four separate targets, varying in distance from 500 to the maximum effective range of the machinegun, to the nearest 100 meters by firing the gun.

PERFORMANCE STEPS:

1. Clear weapon.

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2. Estimate range to the target by either the 100 meter unit of measure, relative appearance of the target, or using a map.
3. Establish rear sight setting using the estimated range, adjust the sight picture, and load the gun for firing.
4. Open fire, and adjust the center of impact into the target by means of the T&E mechanism.
5. Reset the rear sight so that the line of aim is on the target.
6. Note the sight setting on the rear sight and announce it as the range to the target

REFERENCE(S):

1. FMFRP 6-15, Machineguns and Machinegun Gunnery
2. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3
3. FM 23-65, Browning Machinegun, Caliber .50 HB, M2

ADMINISTRATIVE INSTRUCTIONS:

1. When the ground in the vicinity of the target permits no observation of strike, or when it is desired to obtain surprise, fire is adjusted on a point which does offer observation and which is known to have the same range as the target. The gunner lays his gun on the target when ordered.
2. When engaging targets in a wooded or built-up area, fire is adjusted on the ground at the foot of the tree or building, where the strike of the rounds are visible. The range thus determined is taken as the range to the target. The gunner announces the range and elevates his gun until it is laid on the target.
3. A guide to training for this task can be found under the "range determination exercise" found in the references.

TASK: CPLX.12.5 PREPARE A RANGE CARD

CONDITION(S): Provided a defensive fighting position, a tripod-mounted machinegun with components, a designated primary sector of fire, final protective line (FPL) or principal direction of fire (PDF), and secondary sector of fire (both with recognizable targets), paper, pencil, and lensatic compass.

STANDARD: The range card must be prepared within 15 minutes for each position. A card must be done for the primary, alternate, and supplementary positions. The sketch section must include the machinegun position, the FPL or PDF, sector limits, magnetic azimuth of gun and 8-digit coordinates, area of graze and specific targets. The sketch must show distances when applicable. The data section must list the specific targets by number and include direction (mils), elevation (mils), range (meters), as well as a description of the target. The range card will be prepared in duplicate, giving the gun number, and the date of preparation.

PERFORMANCE STEPS:

1. Indicate the firing position by drawing in the lower center of the range card the appropriate military symbol of the machinegun being employed.
2. Draw a rough sketch of the terrain to the front of the position. Include prominent natural and manmade features that could be likely targets, and center the machinegun position at the bottom of the sketch.
3. Use the lensatic compass to determine magnetic north, and sketch in the magnetic north symbol.
4. Fill in gun number (or squad), unit designation (platoon-size or company-size unit), and date.

5. Determine the location of the gun position in relation to a prominent terrain feature, such as a hilltop, road junction, or building. If no feature exists, place the eight-digit map coordinates of the position near the point where it was determined the gun position to be. If there is a prominent terrain feature within 1,000 meters of the gun, use that feature.
 - a. Using a compass, determine the azimuth in mils or degrees from the terrain feature to the gun position, or from the gun position to the terrain feature. (Compute the back azimuth from the gun to the feature by adding or subtracting 3,200 mils or 180 degrees.)
 - b. Determine the distance between the gun and the feature by pacing or from a map.
 - c. Sketch in the terrain feature on the card in the lower left or right hand corner (whichever is closest to its actual direction on the ground) and identify it.
 - d. Connect the sketch of the position and the terrain feature with a barbed line extended from the feature to the gun or from the gun to the feature.
 - e. Record above the line the distance in meters.
 - f. Record below the line the azimuth in mils or degrees from the terrain feature to the gun. The arrow's barb indicate the direction the azimuth was taken.
6. Sketch in primary sector of fire with a PDF or a FPL.
 - a. Sketch in the limits of the primary sector of fire as assigned. The sector should not exceed the maximum traverse of the tripod mounted machinegun (875 mils for the tripod-mounted M60 and 800 mils for the tripod-mounted M2/MK19.)
 - b. Sketch in the symbol for an automatic weapon oriented on the most dangerous target within the sector (as designated).
 - c. Primary sector with a FPL.
 - (1) Sketch in the limits of the primary sector of fire as assigned. (Sector should not exceed 875/800 mils.)
 - (2) Sketch in FPL on sector limit as assigned by the leader. Have someone walk the FPL (if enemy situation permits) and determine dead space. Show dead space on sketch by a break in the symbol for an FPL, and write in the range to the beginning and end of the dead space. Write in maximum range of graze (600 meters for the M60 or 1000 meters for the M2, if no sharp rise or fall in terrain at a closer range). The FPL should be assigned only if a good distance of graze can be obtained. When such a line of fire exists, the primary sector will be assigned, based on it, with the FPL being the sector limit closest to friendly troops. If an FPL cannot be identified a PDF must be assigned.
7. Label targets in the primary sector in order of priority.
8. Sketch in secondary sector of fire and label targets within the secondary sector with the range in meters from the gun to each target.
9. Record the following data using the T&E mechanism.
 - a. On the same side of the card and below the sketch, complete the data section block.
 - (1) Center the traversing handwheel and lay the gun for direction.
 - (2) When assigned an FPL, lock traversing slide on extreme left or right of bar, depending on which side of primary sector FPL is on. Then align barrel on FPL by moving tripod legs. No direction entry needed in data section.
 - (3) When assigned a PDF, align on primary sector by traversing slide to one side and then move the tripod to align the barrel on the sector limit. Align on PDF by traversing the slide until the machine gun is aimed on the center of the target.
 - (4) Fix tripod legs in place by digging in or sandbagging.
 - b. Read the direction to each target.

- (1) Lay the gun on the base of the target.
 - (2) Read the direction directly off the traversing bar at the left edge of the traversing bar slide.
 - (3) Right or left reading is determined by direction of barrel (just the opposite of the slide).
- c. Read elevation for each target.
- (1) Lay the gun on the base of the target by rotating the elevating handwheel.
 - (2) Read the number above the first visible line on the elevating scale.
 - (3) Read the number in line with the indicator off the elevating handwheel.
 - (4) Enter that reading under the elevation column of the range card data section, separating the two numbers with a slash. Always enter the reading from the upper elevating screw scale plate first.
- d. Enter the range to each target under the appropriate column in the data section.
- e. Fill in a remarks column for each target as needed.
- (1) Enter the width and depth (in mils) of linear targets.
 - (2) When entering the target width, be sure to give the width in mils and express it as two values. The first value is the actual width of the target, the second value is the number of mils of traverse needed to cover the target.
 - (3) No data for the secondary sector will be determined, since the gun will be fired in the bipod role. Since the M2/MK19 do not have bipods, the secondary sector of fire will be marked by aiming stakes.
10. Prepare the card in two copies. Keep one copy at the weapon and send the second copy to the unit commander.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 21-75, Combat Skills of the Soldier
4. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3
5. FM 23-65, Browning Machinegun, Caliber .50 HB, M2

ADMINISTRATIVE INSTRUCTIONS:

1. The gunner, assisted by the assistant gunner, must prepare the range card. Range cards are prepared immediately upon arrival in a position, regardless of the anticipated length of stay, and should be continually revised throughout the occupation of a position. The standard military symbols are used in preparing a range card.
2. A guide to training for this task can be found under "Range Card Exercise" found in the references.

TASK: CPLX.12.6 CONTROL MACHINEGUN TEAM FIRES

CONDITION(S): Provided a tactical scenario in any combat environment, a mission, a machinegun team (M60, M2, or MK19), squad leader's guidance, and enemy targets.

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STANDARD: The team leader will ensure the fire control and fire discipline of the team is maintained and give the commands to adjust the gun's fire.

PERFORMANCE STEPS:

1. Inspect each member of the team to ensure he has the proper equipment and ammunition, and that he understands his duties.
2. Ensure firing positions are properly prepared and occupied.
3. Ensure the gun is properly laid.
4. On command, direct and control the fires of the gun.
5. Observe the impact of the rounds and give the gunner commands to adjust the fire.
6. Maintain observation with the squad leader to ensure fire commands or other instructions are received and understood.
7. On command displace team to new position.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 23-67, Machinegun, 7.62-mm, M60
4. FM 23-65, Browning Machinegun Caliber .50 HB M2
5. TM 08521A-10/1, MK19 MOD 3, 40mm

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.12.7 LAY AN M60/M2 MACHINEGUN

CONDITION(S): The Marine acting as gunner, is provided an M60 or M2 machinegun, field firing range with targets, designated defensive position, designated mission (PDF/FPL), designated primary sector of fire, designated secondary sector of fire, log (wooden), E-tool, luminous tape, notched stakes or substitute, wooden stakes, compass, and 50 rounds of ammunition.

STANDARD: The Marine will demonstrate the use of each method of laying the gun.

PERFORMANCE STEPS:

1. The M2 compass method.
 - a. Clear weapon.
 - b. Determined range and direction to the target/target area.
 - c. Determined quadrant elevation (QE).
 - d. Place M2 compass on the flat portion of the feed tray cover, and align the gun of direction.
 - e. With the M2 compass still resting on the flat portion of the feed tray, adjust the gun for elevation by duplicating the computed QE angle on the compass.
 - f. Record T&E data on range card.
2. Laying on final protective lines (FPL).
 - a. Clear the weapon.

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- b. Center the traversing handwheel and zero the elevating handwheel.
 - c. Determine along which limit of the sector of fire the FPL is to lie, and set the traversing slide toward the end of the traversing bar which is opposite the direction of the FPL.
 - d. Adjust the tripod to align the gun in the direction of the line.
 - e. Sight the gun on an aiming point along the FPL at a range of approximately 700 meters.
 - f. Walk the FPL to determine the extent of grazing fire and the precise location of dead space.
 - g. For irregularly sloping ground, select an aiming point on the ground near the break in the uniform slope, lay the gun on that point and elevate it two mils.
 - h. Record elevation data on range card.
3. Laying on principal direction of fire (PDF).
- a. Clear weapon.
 - b. Center the traversing slide at zero on the traversing bar scale, zero the traversing handwheel, and zero the elevating handwheel.
 - c. Adjust the tripod to align the gun in the direction of the line.
 - d. Sight the gun on an aiming point at the near end of the PDF.
 - e. Adjust the center of impact onto the near end of the PDF, and search and traverse to cover the entire target area.
 - f. Establish a firing sequence, and record the number of mils of search and traverse on the range card.
4. Field expedient methods.
- a. Base stake method.
 - (1) Clear weapon.
 - (2) Determined sector limits and emplace stakes.
 - (3) Set the rear sight slide at the estimated range to the target, FPL or PDF.
 - (4) Align the sights on the target, and mark a spot on the ground under the gas cylinder extension.
 - (5) Move the gun barrel aside and emplace the stake into the ground.
 - (6) Drive the stake into the ground until the sights are again laid on the target when the gas cylinder is laid on top of the stake.
 - b. Aiming stake method.
 - (1) Clear weapon.
 - (2) Place a strip of luminous tape or paint at least halfway up the rear of the front sight post and on the top of a stake.
 - (3) Raise the rear sight slide to its uppermost position.
 - (4) Align the stake and gun on the target for direction and elevation.
 - (5) Emplace stake (one per target).
 - c. Horizontal log method.
 - (1) Clear weapon.
 - (2) Determined sector limits and emplace stakes.

- (3) Determined proper elevation to obtain grazing fire across the front.
 - (4) Place a log or board between the sector stakes in such a way that the barrel will be at the proper elevation to obtain grazing fire. Note that in this case the tripod is used, but not the T&E mechanism.
- d. Notched stake method.
- (1) Clear the weapon.
 - (2) Aim the gun toward a preselected target area.
 - (3) Place the stock of the weapon in the rests of notched stakes or tree crotches, and make final adjustments to hit the desired target area.
 - (4) Dig shallow trenches or grooves for the biped feet to permit rotation of the bipod feet as the stock is moved from one crotch or stake to another.
 - (5) Hold the weapon, sight it, and fire it using the position and grip employed in bipod firing.
 - (6) Ensure that the gun is correctly laid on the target(s), fire a confirming burst if the tactical situation permits.
- e. Auxiliary aiming point method. Note that this method may be used when the auxiliary aiming point is not more than 10 mils for the light machinegun or 20 mils off the gun target line for the heavy machinegun.
- (1) Clear the weapon.
 - (2) Select an aiming point visible from the gun position (preferably at a point which has a greater range than the target, and within 10/20 mils of the gun target line) and determine the range to the target as accurately as possible.
 - (3) Using binoculars, measure the vertical angle to the base of the target, and determine the lateral deviation in mils from the aiming point to the center of the target.
 - (4) Lay the gun on the aiming point with the rear sight setting for the gun/target range.
 - (5) Manipulate the gun through the number of mils measured in the vertical angle from the aiming point to the base of the target.
 - (6) When the aiming point is off the gun-target line, deflection in mils may be taken with the windage arc (not over 10/20 mils), or compensated for by manipulating the traversing handwheel.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 23-65, Browning Machinegun, Caliber .50 HB, M2
4. FM 23-67, Machinegun, 7.62mm, M60

ADMINISTRATIVE INSTRUCTIONS:

1. Aiming/elevation stakes are normally used only in the secondary sector of fire.
2. The secondary sector will normally be fired into, when necessary, by using the bipod. The tripod, once emplaced for fire into the primary sector, should not be moved.
3. Aiming stakes will be solidly emplaced at the gun position so that the gun barrel can be placed on top of the aiming stake, thereby aligning the gun on the target. The stake will also be driven in the ground to the correct height to provide the correct elevation of the gun barrel when engaging a target.

TASK: CPLX.12.8 LAY A MK19 MACHINEGUN

CONDITION(S): The Marine acting as gunner, is provided an MK19 machinegun, field firing range with targets, designated defensive position, designated mission (PDF/FPL), designated primary sector of fire, designated secondary sector of fire, log (wooden), E-tool, wooden stakes, and compass.

STANDARD: The Marine will demonstrate the use of each method of laying the gun. The steps for each method must be performed sequentially.

PERFORMANCE STEPS:

1. Lay using the M2 compass method.
 - a. Clear weapon.
 - b. Determine range and direction to the target/target area.
 - c. Determine quadrant elevation (QE).
 - d. Place M2 compass on the flat portion of the feed tray cover, and align the gun of direction.
 - e. With the M2 compass still resting on the flat portion of the feed tray, adjust the gun for elevation by duplicating the computed QE angle on the compass.
 - f. Record T&E data on range card.
2. Lay on final protective lines (FPL).
 - a. Clear the weapon.
 - b. Center the traversing handwheel and zero the elevating handwheel.
 - c. Determine along which limit of the sector of fire the FPL is to lie, and set the traversing slide toward the end of the traversing bar which is opposite the direction of the FPL.
 - d. Adjust the tripod to align the gun in the direction of the line.
 - e. Sight the gun on an aiming point along the FPL at a range of approximately 700 meters.
 - f. Walk the FPL to determine the extent of grazing fire and the precise location of dead space.
 - g. For irregularly sloping ground, select an aiming point on the ground near the break in the uniform slope, lay the gun on that point and elevate it two mils.
 - h. Record elevation data on range card.
3. Lay on principal direction of fire (PDF).
 - a. Clear weapon.
 - b. Center the traversing slide at zero on the traversing bar scale, zero the traversing handwheel, and zero the elevating handwheel.
 - c. Adjust the tripod to align the gun in the direction of the line.
 - d. Sight the gun on an aiming point at the near end of the PDF.
 - e. Adjust the center of impact onto the near end of the PDF, and search and traverse to cover the entire target area.
 - f. Establish a firing sequence, and record the number of mils of search and traverse on the range card.

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4. When laying the gun in a defilade position consider the elements of direction, elevation, and mask clearance.
5. Lay the gun for direction when in a defilade position.
 - a. Direct alignment method.
 - (1) Align the gun approximately by shifting the tripod as directed by the observer.
 - (2) Loosen the traversing slide, and directed by the observer, move the gun right or left until it is aligned on the target.
 - b. Use of aiming point.
 - (1) Choose a prominent landmark, visible to the gunner through the sights, as an aiming point. An aiming point on the gun target line and at an equal or greater range than the target is desirable; however, an aiming point on the mask can be used.
 - (2) When the aiming point is on the gun target line, lay the gun on the aiming point, thereby aligning it on the target.
 - (3) When the aiming point is not on the gun target line, measure the deflection by means of binocular or compass. This measured deflection is laid off with the gun.
 - c. Aiming stake method.
 - (1) When no natural aiming point is available, set out an aiming stake.
 - (2) Align the gun on the target as described in step 2.
 - d. Map and compass method.
 - (1) Locate the gun position and target on a map and draw a line between the two points.
 - (2) Orient the map to the terrain and place the line of sight of the compass along the gun target line drawn on the map, and determine the direction of the lay.
6. Lay the gun for elevation when in a defilade position.
 - a. Determine angle of elevation (AE) using firing tables.
 - b. If the gun and target are not at the same elevation, determine the angle of site (AS) using binoculars.
 - c. Compute the quadrant elevation (QE) required to engage the target, using the previously determined AE and AS, and the firing tables.
 - d. Place the QE on the gun using the M2 compass.
7. Determine mask clearance after the gun is laid in a defilade position.
 - a. Sight on the crest of the mark and re-lay the MK19 for elevation on the target.
 - b. Ensure that the difference in elevation from the gun to the target and from the gun to the mask is at least +10 mils.
 - c. Check by sighting along the bottom of the receiver and the barrel.
8. Lay using field expedient methods.
 - a. Base stake method.
 - (1) Clear weapon.
 - (2) Determined sector limits and emplace stakes.
 - (3) Set the rear sight slide at the estimated range to the target, FPL or PDF.
 - (4) Align the sights on the target, and mark a spot on the ground.

- (5) Move the gun barrel aside and emplace the stake into the ground.
- (6) Drive the stake into the ground until the sights are again laid on the target when the barrel is laid on top of the stake.
- b. Horizontal log method.
 - (1) Clear weapon.
 - (2) Determined sector limits and emplace stakes.
 - (3) Determined proper elevation to obtain grazing fire across the front.
 - (4) Place a log or board between the sector stakes in such a way that the barrel will be at the proper elevation to obtain grazing fire. Note that in this case the tripod is used, but not the T&E mechanism.
9. Lay using the auxiliary aiming point method. (Note that this method may be used when the auxiliary aiming point is not more than 20 mils off the gun target line.)
 - a. Clear the weapon.
 - b. Select an aiming point visible from the gun position.
 - c. Using binoculars, measure the vertical angle to the base of the target, and determine the lateral deviation in mils from the aiming point to the center of the target.
 - d. Lay the gun on the aiming point with the rear sight setting for the gun/target range.
 - e. Manipulate the gun through the number of mils measured in the vertical angle from the aiming point to the base of the target.
 - f. When the aiming point is off the gun-target line, deflection in mils may be taken with the windage arc, or compensated for by manipulating the traversing handwheel.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.12.9 ZERO THE M60 MACHINEGUN

CONDITION(S): Provided an M60 machinegun with tripod, a gunner, 12 rounds of ammunition, required equipment, and a known distance target.

STANDARD: The Marine, acting as gunner, must zero the machinegun so that the strike of the round coincides with the point of aim, on either a 10 meter range or a field firing range using a field expedient method.

PERFORMANCE STEPS:

1. On a 10 meter range fire at the solid black pasters on the 500-inch target.
 - a. Set a range of 500 meters on the rear sight and set the rear sight windage scale at mechanical zero.
 - b. Ensure that the range plate screw is centered in the adjustment groove on the range plate.
 - c. Center the T&E mechanism and lay the gun on the target.

- d. Obtain a good sight picture and fire a burst at first black paster.
 - e. Make any necessary sight adjustments.
 - f. Fire at the second black paster and make any necessary adjustments to confirm the zero.
 - g. If on target lower rear sight and adjust the range plate.
 - h. Record windage zero.
2. On a field firing range fire on a target at a known distance between 300 to 700 meters away, when impact of the rounds are visible.
- a. Set the known range on the rear sight.
 - b. Ensure that the range plate screw is centered in the adjustment groove on the range plate.
 - c. Set the rear sight windage scale at mechanical zero.
 - d. Lay the gun on target.
 - e. Obtain a good sight picture, fire a burst and observe the strike of the rounds.
 - f. If the strike of the rounds are on target, check sight setting and sight picture, and fire a confirming burst.
 - g. If the strike of the rounds are not on target, instruct the team leader to first adjust the sight for windage then for range, until the point of aim is centered on the strike of the rounds.
 - h. Lay the gun back onto the target by using the traversing and elevating mechanism, and fire a confirming burst.
 - i. Repeat steps until strike of the round coincides with the point of aim.
 - j. If on target, lower rear sight and adjust the range plate.
 - k. Record windage zero.
3. After zeroing primary barrel, zero the spare barrel.
- a. Obtain a good sight picture, fire a burst and observe the strike of the rounds.
 - b. If the strike of the rounds are on target, check the sight setting and sight picture, and fire a confirming burst.
 - c. If the strike of the rounds are not on target, instruct the team leader to first adjust the front sight for range and then the rear sight for windage, until the point of aim is centered on the strike of the rounds.
 - d. Relay on the target and fire another burst.
 - e. Repeat until gun is zeroed.
 - f. Record windage zero for spare barrel.
4. On a field firing range fire on a target at a known distance between 300 to 700 meters away, when impact of the rounds are not visible.
- a. Set the range to the target on the rear sight and set the rear sight windage scale at mechanical zero.
 - b. Ensure that the range plate screw is centered in the adjustment groove on the range plate.
 - c. Center the T&E mechanism and lay the gun on the target.
 - d. Obtain a good sight picture, fire a burst and note the beaten zone of the burst.

- e. Listen to the team leader who will give traversing and elevation corrections to adjust beaten zone onto target.
 - f. Repeat procedures until impact is on target.
 - g. Once on target, have the team leader manipulate the rear sight until a good sight is obtained.
 - h. Lower the rear sight and adjust the range plate.
 - i. Record windage zero.
5. Perform immediate action procedures, if necessary.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FMFRP 6-15, Machineguns and Machinegun Gunnery

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.12.10 ZERO THE M60 MACHINEGUN USING NIGHT VISION SIGHT

CONDITION(S): Given an M60 machinegun with tripod, AN/PVS-4 night vision sight, mounting bracket, an assistant gunner, 24 rounds of ammunition, required equipment, and targets on either a 25 meter range or a field firing range.

STANDARD: The Marine must mount the AN/PVS-4 onto the machinegun and zero the weapon so that a shot group is 4.75 inches (11.9 cm) directly below the target aiming point. He must be able to zero the weapon, either on a 25 meter range or by using a field expedient method. This standard must be accomplished within 25 minutes.

PERFORMANCE STEPS:

- 1. Mount the mounting bracket assembly on the machinegun.
- 2. Install the night sight on the mounting bracket.
- 3. With 12 rounds, fire on the 25 meter range.
 - a. Place the zeroing range point of the reticle on the target aiming point by adjusting the T&E windage and elevation knobs.
 - b. Seat the sight on the gun and retighten the mounting knob.
 - c. Realign the reticle aiming point to the target aiming point by using the T&E mechanism.
 - d. Fire a three round burst to obtain a good shot group.
 - e. Locate the center of the shot group.
 - f. From the center of the shot group, make the adjustments necessary to move the shot group to the point 4.75 inches directly below the target aiming point.
 - g. Repeat the process until the center of the shot group is at the point 4.75 inches below the aiming point.
- 4. With 12 rounds, fire using a field expedient method.
 - a. Select a suitable target between 400 and 600 meters. If the weapon has not been previously zeroed at that range using the daylight sights, do so.

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- b. Sight in on the target with the zeroed daylight sights. Without disturbing the alignment of the weapon, lower the rear sight.
 - c. Sight through the night sight and direct the team leader to adjust the azimuth and elevation actuators until the proper range mark aiming point comes to bear on the target. Fire one or two rounds to settle the sight on the weapon.
 - d. Retighten the sight mounting bracket with the lever screw assembly.
 - e. Refire on the target making any necessary adjustments to the sight, until the target can be hit using the proper aiming point on the reticle.
5. Perform immediate action procedures, if necessary.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.12.11 ZERO THE M2 MACHINEGUN

CONDITION(S): Given an M2 machinegun with tripod, an assistant gunner, six rounds (two three-round belts) of ammunition, required equipment, and a target on a 10 meter course or a known distance target on a field firing range.

STANDARD: The Marine must zero the machinegun so that the strike of the round coincides with the point of aim, on either a 10-meter range or a field firing range using a field expedient method.

PERFORMANCE STEPS:

1. On a known distance 10 meter range.
 - a. Flip up the rear sight, and set the range to 1,000 meters and the windage to mechanical zero.
 - b. Lay on the target using the T&E.
 - c. Load and fire a burst.
 - d. Observe the impact of the rounds.
 - e. Adjust the elevation and windage controls on the rear sight until a good sight picture is obtained of the center of the shot group.
 - f. Relay on the target.
 - g. Repeat steps until strike of the round coincides with the point of aim.
2. On a field firing range fire on a target at a known distance between 300 to 700 meters away, when impact of the rounds are visible.
 - a. Set the known range on the rear sight.
 - b. Ensure that the range plate screw is centered in the adjustment groove on the range plate.
 - c. Set the rear sight windage scale at mechanical zero.
 - d. Lay the gun on target.
 - e. Obtain a good sight picture, fire a burst and observe the strike of the rounds.

- f. If the strike of the rounds are on target, check sight setting and sight picture, and fire a confirming burst.
 - g. If the strike of the rounds are not on target, instruct the team leader to first adjust the sight for windage then for range, until the point of aim is centered on the strike of the rounds.
 - h. Lay the gun back onto the target by using the traversing and elevating mechanism, and fire a confirming burst.
 - i. Repeat steps until strike of the round coincides with the point of aim.
 - j. If on target, lower rear sight and adjust the range plate.
 - k. Record windage zero.
3. On a field firing range fire on a target at a known distance between 300 to 700 meters away, when impact of the rounds are not visible.
- a. Set the range to the target on the rear sight and set the rear sight windage scale at mechanical zero.
 - b. Ensure that the range plate screw is centered in the adjustment groove on the range plate.
 - c. Center the T&E mechanism and lay the gun on the target.
 - d. Obtain a good sight picture, fire a burst and note the beaten zone of the burst.
 - e. Listen to the team leader who will give traversing and elevation corrections to adjust beaten zone onto target.
 - f. Repeat procedures until impact is on target.
 - g. Once on target, have the team leader manipulate the rear sight until a good sight is obtained.
 - h. Lower the rear sight and adjust the range plate.
 - i. Record windage zero.
4. Perform immediate action, if necessary.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FMFRP 6-15, Machineguns and Machinegun Gunnery
- 3. FM 23-65, Browning Machinegun, Caliber .50 HB, M2

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.12.12 ZERO THE M2 MACHINEGUN USING NIGHT VISION SIGHT

CONDITION(S): Given an M2 machinegun with tripod, AN/TVS-5 night vision sight, mounting bracket, an assistant gunner, required ammunition, required equipment, and targets on a field firing range.

STANDARD: The Marine must mount the AN/TVS-5 onto the machinegun and zero the weapon so that a shot group is 3.75 inches (9.8 cm) directly below the target aiming point.

PERFORMANCE STEPS:

- 1. Select a stable firing position for the weapon.
- 2. Mount the night sight onto the M2 and place it into operation.

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3. Select a suitable target between 400 and 600 meters. If the weapon has not been previously zeroed at that range using the day sights, do so.
4. Sight in on the target with the zeroed daylight sights. Without disturbing the alignment of the weapon, lower the rear sight.
5. Sight through the night sight, direct the team leader to adjust the azimuth and elevation actuators until the proper range mark aiming point comes to bear on the target. Fire one or two rounds to settle the sight on the weapon.
6. Retighten the sight mounting bracket with the lever screw assembly.
7. Refire on the target making any necessary adjustments to the sight, until the target can be hit using the proper aiming point on the reticle.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.12.13 ZERO THE MK19 MACHINEGUN

CONDITION(S): Given an MK19 machinegun with tripod, an assistant gunner, six rounds of ammunition, required equipment, and a target between 500 and 700 meters on a field firing range.

STANDARD: The Marine must zero the weapon so that the impact of the rounds are within 5 meters of the target.

PERFORMANCE STEPS:

1. Loosen the range plate screw and move the leaf sight plate to the midpoint between the two studs. Tighten the range plate screw.
2. Move the rear sight slide to the meter mark that represents the distance to the target.
3. Set windage knob at the zero index line.
4. Align the sights on the base of the target using the T&E mechanism.
5. Load and fire a single round after lining up the front sight blade and target with the rear sight.
6. Observe the impact of the round.
7. If the impacts are not observed, make bold adjustments.
8. If the round was on target, fire a short burst to confirm zero.
9. If the round was short or long, adjust the elevation knob.
 - a. Estimate how short or long the round was.
 - b. If short, use the estimate to adjust the elevation knob clockwise to bring the sights up to target.
 - c. If long, turn the elevation knob counterclockwise to bring the sights down to the target.
10. If the round was to the right or left, adjust the windage knob.
 - a. Estimate how far to the right or left the round was.
 - b. To adjust to the right, turn the windage knob clockwise.

- c. To adjust to the left, turn the windage knob counterclockwise.
11. Relay on the target.
12. Repeat steps until the impact of the rounds are within 5 meters of the target.
13. If the adjustment is correct, fire the rest of the rounds to confirm zero.
14. Once the zero is completed, align the range plate scale at the exact range of the zero, and tighten it.
15. Perform immediate action, if necessary.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3
3. FMFRP 6-15, Machineguns and Machinegun Gunnery

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.12.14 ZERO THE MK19 MACHINEGUN USING NIGHT VISION SIGHT

CONDITION(S): Given an MK19 machinegun with tripod, AN/TVS-5 night vision sight, mounting bracket, an assistant gunner, required ammunition, required equipment, and a target 500-700 meters away.

STANDARD: The Marine must mount the AN/TVS-5 onto the machinegun and field zero the machinegun so that the impact of the rounds are within 5 meters of the target.

PERFORMANCE STEPS:

1. Mount the mounting bracket assembly on the machinegun.
2. Install the night sight on the mounting bracket.
3. Seat the sight and the mounting bracket on the machinegun.
4. Aim in on a target.
5. Line up the reticle aiming point of the AN/TVS-5 on the center and base of the target.
6. Fire a burst.
7. Adjust the reticle aiming point to the impact of the rounds.
8. Relay the gun on the target using the T&E mechanism and/or the traversing slide.
9. Fire another burst.
10. Repeat steps until the impact of the rounds are within 5 meters of the target.
11. Perform immediate action procedures, if necessary.

REFERENCE(S):

1. FMFRP 6-15, Machineguns and Machinegun Gunnery
2. TM 85221A-10/1A, Operator's Manual and Components List for Machine Gun, 40 mm, MK-19 Mod 3
3. USMC Battle Drill Guide

4. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 13 - PATROLLING (ICBT)

TASK: CPLX.13.1 ASSIST IN THE CONDUCT OF A SQUAD-SIZED
SECURITY PATROL

CONDITION(S): Provided the requirement to assist in the
conduct of a security patrol for either static or moving
units.

STANDARD: In accordance with the references and the patrol
leader's guidance, assist in the conduct of a security patrol
to detect infiltration by the enemy and to protect against
surprise and ambush.

PERFORMANCE STEPS:

1. Assist patrol leader in the begin planning phase.
 - a. Assemble patrol members.
 - b. Receive the patrol warning order.
 - c. Assist patrol members in assembling the required equipment.
2. Assist patrol leader in arranging for reconnaissance and coordination.
 - a. Coordinate for patrol's passage of lines, supporting fires, and logistical support, as directed.
 - b. Coordinate with other patrols, as directed.
 - c. Coordinate with the unit commander for operating with adjacent units, as directed.
 - d. Arrange for personal reconnaissance with patrol leader, as appropriate.
3. Make reconnaissance or assist, as appropriate.
 - a. Reconnaissance may be physical or map reconnaissance.
 - b. Assist in route selection.
 - c. Ensure the patrol has obtained required equipment.
 - d. Assist in determining fire support, command and signal, communication details and tactical situation.
4. Assist patrol leader in completing the plan, as appropriate.
5. Receive the patrol order.
 - a. Ensure all members are present.
 - b. Orient patrol to terrain.
 - c. Listen to the entire order before asking for questions.
 - d. Ask questions, as appropriate.
6. Assist in supervising the patrol.
 - a. Final preparations.
 - (1) Conduct patrol inspection.
 - (2) Conduct operational checks on all equipment.

- (3) Rehearse all actions to be taken.
- (4) Receive any final instructions.
- (5) Report to patrol leader when patrol is prepared for its mission.
- b. Conduct the patrol.
 - (1) Exit friendly lines.
 - (2) Proceed on patrol route.
 - (3) Detect any enemy activity.
 - (a) Conduct surveillance.
 - (b) Avoid contact when possible.
 - (4) Report as required.
 - (5) Return to unit.
 - (6) Enter friendly lines.
 - (7) Debrief designated personnel regarding the security patrol.
- 7. Assume command of patrol in event patrol leader cannot.

REFERENCE(S):

- 1. FMFM 6-7, Scouting and Patrolling for Infantry Units
- 2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
- 3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)

TASK: CPLX.13.2 ASSIST IN THE CONDUCT OF A SQUAD-SIZED AMBUSH PATROL

CONDITION(S): Provided the requirement to assist in the conduct of an ambush.

STANDARD: In accordance with the references and the patrol leader's guidance, assist in the conduct of an ambush.

PERFORMANCE STEPS:

- 1. Assist patrol leader in the begin planning phase.
 - a. Assemble patrol members.
 - b. Receive the patrol warning order.
 - c. Assist patrol members in assembling the required equipment.
- 2. Assist patrol leader in arranging for reconnaissance and coordination.
 - a. Coordinate for patrol's passage of lines, supporting fires, and logistical support, as directed.
 - b. Coordinate with other patrols, as directed.
 - c. Coordinate with the unit commander for operating with adjacent units, as directed.

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ENCLOSURE (6)

- d. Arrange for personal reconnaissance with patrol leader, as appropriate.
- 3. Make reconnaissance or assist, as appropriate.
 - a. Reconnaissance may be physical or map reconnaissance.
 - b. Assist in route selection.
 - c. Ensure the patrol has obtained required equipment.
 - d. Assist in determining fire support, command and signal, communication details and tactical situation.
- 4. Assist patrol leader in completing the plan, as appropriate.
- 5. Receive the patrol order.
 - a. Ensure all members are present.
 - b. Orient patrol to terrain.
 - c. Listen to the entire order before asking for questions.
 - d. Ask questions, as appropriate.
- 6. Assist in supervising the patrol.
 - a. Final preparations.
 - (1) Conduct patrol inspection.
 - (2) Conduct operational checks on all equipment.
 - (3) Rehearse all actions to be taken.
 - (4) Receive any final instructions.
 - (5) Report to patrol leader when patrol is prepared for its mission.
 - b. Conduct the patrol.
 - (1) Exit friendly lines.
 - (2) Proceed to ambush site.
 - (3) Prepare ambush site.
 - (4) Conduct the ambush.
 - (a) Control signals.
 - (b) Surprise the enemy.
 - (c) Control indirect fires.
 - (d) Control small arms fires.
 - (5) Withdraw from ambush site.
 - (6) Return to unit.
 - (7) Enter friendly lines.
- 7. Assume command of patrol in event patrol leader cannot.

REFERENCE(S):

- 1. FMFM 6-7, Scouting and Patrolling for Infantry Units
- 2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

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ENCLOSURE (6)

3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
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DUTY AREA 14 - TACTICAL MEASURES (ICBT)

TASK: CPLX.14.1 ENFORCE CAMOUFLAGE, COVER, AND CONCEALMENT

CONDITION(S): Provided a unit of Marines in a tactical scenario.

STANDARD: As per the references, enforce camouflage, cover, and concealment in order to protect from enemy observation and fire.

PERFORMANCE STEPS:

1. Review the principles for:
 - a. Camouflage.
 - b. Cover.
 - c. Concealment.
2. Enforce these principles.
3. Take immediate corrective actions.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. FM 21-75, Combat Skills of the Soldier

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.2 ENFORCE LIGHT DISCIPLINE

CONDITION(S): Provided a unit of Marines in a tactical scenario.

STANDARD: As per the references, enforce light discipline in order to protect from enemy observation and fire.

PERFORMANCE STEPS:

1. Review light sources detectable by the enemy:
 - a. Smoking.
 - b. Flashlights.
 - c. Vehicles and equipment.
 - d. Lighting in tents and other shelters.
 - e. Reflective surfaces.

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ENCLOSURE (6)

2. Identify light sources that can be detected by the enemy.
3. Take immediate corrective actions.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. FM 21-75, Combat Skills of the Soldier

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.3 ENFORCE NOISE DISCIPLINE

CONDITION(S): Provided a unit of Marines in a tactical scenario.

STANDARD: As per the references, minimize noise in order to protect from enemy detection.

PERFORMANCE STEPS:

1. Review noise sources detectable by the enemy:
 - a. Talking.
 - b. Vehicles and equipment.
 - c. Radios.
 - d. Foot movement.
2. Identify noises that can be minimized.
3. Take immediate corrective actions.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. FM 21-75, Combat Skills of the Soldier

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.4 CONDUCT REFRESHER TRAINING ON INDIVIDUAL MOVEMENT

CONDITION(S): Provided the requirement to instruct Marines in proper individual movement techniques.

STANDARD: Instruct Marine so that they will be able to move in a tactically sound manner per the references.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. The reasoning behind individual movement techniques.

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ENCLOSURE (6)

- b. Prepare individual equipment for tactical operations.
 - c. Daylight individual movement techniques.
 - d. Night individual movement techniques.
 - e. React to enemy indirect fire.
 - f. React to enemy direct fire.
 - g. Field firing positions.
- 4. Ensure the Marines understand what was presented to them through evaluation.
 - 5. Record and report training completed.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FMFM 6-5, Marine Rifle Squad
- 3. FM 21-75, Combat Skills of the Soldier
- 4. FM 6-30, Observed Fire Procedures
- 5. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
- 6. FMFM 0-1, Unit Training Management Guide
- 7. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.5 CONDUCT REFRESHER TRAINING ON FIRE TEAM-SIZE COMBAT FORMATIONS

CONDITION(S): Provided a fire team-size unit and the requirement to operate tactically.

STANDARD: Instruct Marines so that they will be able to move in squad/fire team combat formations and controlled by hand and arm signals, per the references.

PERFORMANCE STEPS:

- 1. Gather and study reference materials.
- 2. Prepare and rehearse for the class.
- 3. Present the class.
 - a. Explain the types and uses of fire team formations.
 - b. Demonstrate changing fire team formations.
 - c. Demonstrate controlling Marines by hand-and-arm signals.
 - d. Conduct battle drills to ensure Marines can perform these tasks.
- 4. Ensure the Marines understand what was presented to them through evaluation.
- 5. Record and report training completed.

REFERENCE(S):

- 1. USMC Battle Drill Guide

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ENCLOSURE (6)

2. FMFM 6-5, Marine Rifle Squad
3. FM 21-75, Combat Skills of the Soldier
4. FM 6-30, Observed Fire Procedures
5. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
6. FMFM 0-1, Unit Training Management Guide
7. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.6 ISSUE AN OPERATIONS ORDER FOR A FIRE TEAM-SIZE UNIT

CONDITION(S): Provided a squad operations order, map, and the requirement to lead a fire team-size unit of Marines.

STANDARD: Per the references, prepare and issue an operations order based on the higher-level operations order.

PERFORMANCE STEPS:

1. Estimate the situation using the METT-T and KOCOA formulas.
2. Begin planning.
 - a. Prepare and issue a warning order to all unit members.
 - b. Plan available time by using the half rule and reverse planning methods.
3. Arrange for reconnaissance.
4. Make reconnaissance.
5. Complete plan.
 - a. Update estimate of the situation.
 - b. Make final coordination.
 - c. Construct terrain model or sketch.
6. Issue the order.
 - a. Give the situation concerning the enemy and friendly forces.
 - b. Give the mission as a clear and concise statement of the task that must be accomplished.
 - c. Assign tasks to subordinates that support the scheme of maneuver.
 - d. Give information on pertinent matters concerning administrative and service support.
 - e. Give information on the applicable methods of command and control
7. Supervise all preparatory activities and phases of execution.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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ENCLOSURE (6)

TASK: CPLX.14.7 PREPARE A TERRAIN MODEL

CONDITION(S): Provided an operations order, an area of operation, an objective, an enemy situation, a 1:50,000 map, and materials to construct a terrain model.

STANDARD: Prepare a terrain model that represents the area of operation to be used when issuing an order.

PERFORMANCE STEPS:

1. Select a secure area large enough to accommodate terrain models and Marines during briefing.
2. Orient terrain model to the north and draw a north seeking arrow in the model.
3. Show all major terrain features on the terrain model.
4. Mark all grid lines, routes, pre-plotted targets, and check points.
5. Mark all friendly and enemy positions known.
6. Provide a legend.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad
2. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.8 CONTROL MOVEMENT OF A FIRE TEAM-SIZE UNIT

CONDITION(S): Provided a unit, a mission order and a movement to contact.

STANDARD: Maintain the control and discipline of the unit during the movement, ensuring the proper dispersion and formation is used at all time.

PERFORMANCE STEPS:

1. Ensure the mission is fully understood by all members of the unit.
 - a. Where the unit is to move.
 - b. Which route is to be followed.
 - c. Actions on the objective.
 - d. Location of key personnel during the movement.
 - e. Enemy situation.
2. Ensure Marines can perform immediate action drills while moving.
3. Maintain contact with the unit leader and react immediately to all his orders and instructions.
4. Keep all Marines in sight, terrain permitting.
5. Use the terrain to provide cover and concealment.
6. Ensure individual Marines maintain the proper intervals appropriate to the terrain and visibility.
7. Designate en route rally points or pass down designated en route rally points, from unit leaders, to Marines in unit.

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ENCLOSURE (6)

8. Ensure Marines maintain proper camouflage.
9. Ensure noise and light discipline is maintained.
10. Ensure Marines are alert and ready to react at all times.
11. Ensure each Marine maintains observation over his area of responsibility.
12. Control immediate action drills during contact with the enemy.
13. Correct Marine actions with either oral commands or hand and arm signal, depending on the situation.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad
3. FMFM 6-7, Scouting and Patrolling for Infantry Units
4. FM 21-75, Combat Skills of the Soldier

ADMINISTRATIVE INSTRUCTIONS:

1. Drills 2, 3, and 6 in the Battle Drill Guide can be used to train this task.

TASK: CPLX.14.9 ESTABLISH DEFENSIVE POSITIONS FOR A FIRE TEAM-SIZE UNIT

CONDITION(S): Provided a fire team-size unit, and fire team sectors of fire, and a general location of the fire team's fighting position.

STANDARD: Organize the ground and establish defensive positions based on the references and commander's guidance.

PERFORMANCE STEPS:

1. Formulate the team's fire plan to cover the entire sector assigned by the squad leader with the heaviest possible volume of fire. The plan will include:
 - a. Assignment of individual sectors of fire.
 - b. Type of individual fighting positions.
 - c. Firing positions and principle direction of fire for the automatic rifle as assigned by the squad leader.
 - d. The position of the fire team leader where he can:
 - (1) Observe the entire fire team and its sector of fire.
 - (2) Direct the fire of the automatic rifle.
 - (3) Deliver effective M203 grenade launcher fire.
 - (4) Observe the squad leader, if possible.
2. Ensure fighting positions are dug properly and camouflage is consistent with the existing environmental conditions.
3. Complete and submit to the squad leader a fire plan sketch.
4. Ensure the signal to commence firing is understood by all team members.
5. Ensure all team members have the appropriate ammunition, equipment, and their weapons are serviceable.

6. Ensure the signal to commence final protective fires is understood by all team members.
7. Ensure the signal to cease final protective fires is understood by all team members.
8. Direct and control all fire team fires.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad
3. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.10 ESTABLISH A SECURITY POST

CONDITION(S): Provided a unit and the requirement to establish a security post.

STANDARD: Select and emplace a security post which provides the best view of the avenues of approach, has the best cover and concealment available, has primary and alternate means of communication, and has proper equipment to assist Marines in their observation.

PERFORMANCE STEPS:

1. Select a tentative position.
 - a. Has good observation of the enemy and can provide early warning of enemy approach.
 - b. Has maximum observation of surrounding area.
 - c. Has the best cover and concealment available.
 - d. Has concealed routes to and from the security post.
2. Coordinate passage through friendly lines and re-entry through friendly lines.
 - a. Make quick reconnaissance of the exact point of departure and re-entry.
 - b. Ascertain the exact entry and re-entry map coordinates.
 - c. Coordinate the time and place of departure and return.
3. Inspect Marines for the proper equipment and ensure all equipment is serviceable.
4. Ensure Marines understand the conduct of the security post.
5. Lead Marines to position that was tentatively selected.
6. Ensure position meets the mission requirements. If it does not, make changes accordingly.
7. Make final selection of position.
8. Establish communication.
 - a. Primary (wire).
 - b. Alternate (radio).
9. Return to defensive positions and report the establishment of the post and its exact location to the unit commander.

Appendix A to
ENCLOSURE (6)

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.11 DIRECT ERECTION OF WIRE OBSTACLES

CONDITION(S): Provided a defensive position, concertina wire, engineer stakes, leather gloves, sledgehammer, and barbed-wire.

STANDARD: Direct construction of tactical, protective and supplementary wire obstacles.

PERFORMANCE STEPS:

1. Place the wire in appropriate area.
 - a. The wire will be placed in an area that will break up enemy attack formations and canalize his movement.
 - b. The wire will be placed close enough to friendly positions to be observed day and night, but far enough away to keep the enemy beyond normal hand grenade range.
2. Construct a triple standard concertina fence.
 - a. Lay out pickets for the triple standard concertina fence.
 - (1) The front row of long pickets will be laid out at 5 pace intervals on the line of the proposed fence, with points on line and pointing toward the enemy.
 - (2) The rear row of pickets will be centered between the front row pickets at a distance of 3 feet between the front row and rear row.
 - (3) An anchor picket will be laid out at each end of each line, 5 feet from the end of the long picket.
 - (4) The pickets will be installed as in such a manner that the lower notch or bottom eye of the long picket is 4 inches above the ground and the concave side of the U-shaped picket is toward the enemy.
 - b. Construct concertina for the triple standard concertina fence.
 - (1) Place a roll of concertina at the third picket in the front row and at every fourth picket thereafter.
 - (2) Ensure that 16 staples are placed with each front roll of concertina.
 - (3) Place two rolls of concertina at the third picket in the second row and two at every fourth picket thereafter.
 - (4) As a member of a four man working party place concertina on the front row. The team must remain on the friendly side of the pickets.
 - (5) A second four member team will begin in the rear row once the first team has cleared the head of the fence.
 - (6) Ensure that the correct ties are used and that all the wire is secured to the ground.
 - (7) Ensure the remaining row is installed on top of the first two rows, and fastened securely.
3. Construct trip wires.
 - a. Install short pickets at no more than 5 meter intervals across the area, outside of hand grenade range.

- b. Install trip wires approximately 9 inches above the ground.
 - c. Place wires using irregular patterns and properly fastened them to the pickets.
4. Construct tangle foot.
- a. The short and long pickets are installed at irregular intervals covering an area of a minimum depth of 10 meters.
 - b. Place wire throughout the area, varying the height from 9 to 30 inches.

REFERENCE(S):

- 1. FMFM 6-4, Marine Rifle Company/Platoon

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
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TASK: CPLX.14.12 CONTROL UNIT FIRES

CONDITION(S): Provided a fire team-size unit and a mission that requires fire control and distribution.

STANDARD: Direct the engagement of all targets in the sector and maintain the fire discipline of the unit.

PERFORMANCE STEPS:

- 1. Inspect each Marine to ensure he is prepared and his weapon properly loaded.
- 2. Ensure Marines are in a ready position and that they are oriented in the direction of the enemy.
 - a. Pick the best firing positions.
 - b. Ensure each man can cover his sector of fire.
 - c. Ensure each section has adequate cover and concealment.
- 3. Issue fire commands.
- 4. Control fires, depending on the situation, with subsequent fire commands, hand and arm signals, or pyrotechnics.
- 5. Mark the target, if possible, with indirect fire or by firing on the target with tracers.
- 6. Properly distribute fires.
 - a. Direct Marines to engage targets that offer a high probability of hits.
 - b. Direct Marines to engage any visible enemy positions at the probable firing points.
 - c. Direct Marines to destroy the most dangerous targets first.
 - d. Direct Marines to engage probable enemy battlefield positions.
- 7. Control the rate of fire. Increase the fire until enemy fire is noticeably reduced or stopped. Then direct Marines to hold the rate of fire at that level until the enemy positions can be occupied or destroyed, or the enemy is repulsed.
- 8. Terminate engagement.

REFERENCE(S):

- 1. USMC Battle Drill Guide

2. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS:

1. Drills 5, 7, 8, 15, and 16 in the Battle Drill Guide can be used as a guide to train this task.

TASK: CPLX.14.13 CONDUCT REFRESHER TRAINING ON THE TECHNIQUES OF UNAIDED NIGHT VISION

CONDITION(S): Provided a training site and training support equipment and the references or extracts from the references.

STANDARD: Instruct Marines so they will be able to apply the principles of night vision.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Conduct the instruction.
4. Include the following topics:
 - a. Principles of night vision.
 - (1) Dark adaptation.
 - (2) Off-center vision.
 - (3) Scanning.
 - b. Factors affecting night vision.
 - c. Preserving night vision.
5. Ensure Marines understand what was presented through evaluation.
6. Record and report training completed.

REFERENCE(S):

1. FMFM 6-7, Scouting and Patrolling for Infantry Units
2. FM 21-75, Combat Skills of the Soldier
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.14 CONDUCT REFRESHER TRAINING ON IDENTIFICATION OF THREAT AND NATO VEHICLES

CONDITION(S): Provided training site, training support equipment and the references.

STANDARD: As per the references instruct the differences between threat and NATO vehicles.

PERFORMANCE STEPS:

1. Gather and study reference material.

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ENCLOSURE (6)

2. Prepare and rehearse for the class.
3. Describe command and control vehicles.
4. Describe the characteristics of threat and NATO armored vehicles.
5. Describe air defense carriers.
6. Describe troop carriers.
7. Describe engineer equipment.
8. Describe NBC equipment.
9. Ensure the Marines understand what was taught through evaluation.
10. Record and report training completed.

REFERENCE(S):

1. FM Series 100-2, The Soviet Army
2. MCI Courses on the threat
3. GTA 17-2-8, Armored Recognition Codes
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.15 START A FIRE WITHOUT A MATCH

CONDITION(S): Provided a lensatic compass, flint and steel or magnesium block, starter material available in the area, knife, and suspension line or similar material.

STANDARD: The Marine will prepare the starter material and start a fire without a match.

PERFORMANCE STEPS:

1. Prepare dry tinder.
 - a. Use tinder materials such as punk, lint from cloth, rope or twine, dead palm frond, finely shredded dry bark, dry powdered wood, bird nest, woolly material from plants, wood dust caused by insects.
 - b. Shelter the tinder from the wind and dampness.
2. Start the fire.
 - a. Concentrate the rays of the sun onto the tinder using the magnifying glass of the lensatic compass.
 - b. Use flint and steel.
 - (1) Fasten the flint to the bottom of a hard object (stone, waterproof match case, etc.).
 - (2) Hold the flint as near the tinder as possible and strike the flint with a knife blade or other small piece of steel. Strike downward so that the sparks will hit the center of the tinder.
 - (3) Fan and blow gently on tinder when it begins to smolder to get a flame.
 - c. Use the bow and drill.

Appendix A to
ENCLOSURE (6)

- (1) Make a strong, short bow strung loosely with suspension line.
 - (2) Use the bow to spin a dry shaft of hardwood on a block of bone dry softwood backed with tinder.
 - (3) Lift the block when smoke begins to rise and add more tinder.
- d. Use a fire thong.
- (1) Use a strip of cord made from fibers of plants, preferably about one-quarter inch in diameter and about 2 feet long, and a dry stick.
 - (2) Split one end of the dry stick and hold it open with a small wedge.
 - (3) Place a small wad of tinder in the split, leaving enough room to insert the thong behind it.
 - (4) Elevate the split end of the stick off the ground.
 - (5) Secure the stick in place so that the thong can be worked back and forth.
 - (6) Fan and blow the tinder to a flame when it begins to smolder.
- e. Use the fire saw.
- (1) Use split bamboo (cane) or other soft wood as rub sticks.
 - (2) Pile the tinder into a small pile.
 - (3) Rub the sticks together with a sawing motion until friction has developed enough heat to ignite the tinder.
 - (4) Fan and blow the tinder into flame when it begins to smolder.

REFERENCE(S):

1. FMFM 0-16 (FM 21-76), Survival
2. STP 31-18-SM-TG, CMF 18 Basic Tasks

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.16 OBTAIN WATER IN SURVIVAL SITUATIONS

CONDITION(S): Provided available survival and field items (survival knife, container, etc.)

STANDARD: Obtain water in survival situations.

PERFORMANCE STEPS:

1. Obtain water from plants.
 - a. Look for the tissue of plants, such as fleshy leaves or stems, to provide drinkable water.
 - b. Beware of those plants in the region that should not be handled.
 - c. Obtain water from roots of desert plants.
 - (1) Pry root out of ground and cut then into 24 to 36 inch lengths.
 - (2) Remove the bark and suck the water from the root.
 - d. Obtain water from vines that will yield potable water.
 - (1) Cut off the vine as high up as can be reached.
 - (2) Cut off the vine as close to the ground as possible.

- (3) Let water drip into mouth or container. Do not allow vine to touch lips.
 - (4) When water ceases to drip, cut another piece of the vine. Repeat until the water supply is gone.
 - e. When in an area with coconuts.
 - (1) Select green coconuts because they can be open easily with a knife (do not drink more than necessary as coconut milk is a strong laxative).
 - (2) To open without a knife, find a sharp object and bring the coconut down with sufficient force to break off the outer fibrous covering.
 - (3) Obtain the milk by piercing the two eyes of the coconut with a sharp object.
 - f. Look for plants that catch and hold water.
2. Construct an above ground water still.
 - a. Inspect the plastic bag and ensure it is airtight.
 - b. Select nontoxic vegetation for water production.
 - c. Fill the plastic bag one-half to three-fourths full of green vegetation. Use only the leafy portion of the plant, no sticks or branches.
 - d. Place the rock in the bag and fill with air by holding it at the opening and filling by moving the bag in a scooping motion. Once filled, tie the bag closed.
 - e. Place the bag, mouth downhill, on a slope that is exposed to direct sunlight. Ensure the bag is placed in a position where the mouth of the bag is higher than the water collection.
 - f. Collect water from the bag by loosening the tie around the mouth of the bag and, without opening the bag, allow the water to drain into a container.
3. Construct a below ground water still.
 - a. Dig a bowl shaped hole approximately 3 feet across and 2 feet deep.
 - b. Dig a sump in the center of the hole. The depth and the perimeter of the sump will depend on the size of the container that is set in it. The bottom of the sump should allow the container to stand upright.
 - c. Anchor the tubing to the bottom of the container by forming a loose overhead knot in the tubing.
 - d. Place the container upright in the sump.
 - e. Extend the unanchored end of the tubing up, over, and beyond the lip of the hole.
 - f. Place the plastic sheeting over the hole, covering the edges with soil to hold it in place.
 - g. Place a rock in the center of the plastic.
 - h. Allow the plastic to lower into the hole until it is about 15 inches below ground level.
 - i. Ensure the apex of the cone is directly over the container, but does not touch the sides of the hole.
 - j. Put more soil on the edges of the plastic to hold it securely in place and to prevent loss of moisture.
 - k. Plug the tube when not being used so that moisture will not evaporate.
 - l. Drink the water without disturbing the still by suing the tube as a straw.
 - m. If available, place plants in the hole as a moisture source. When digging the hole, form a slope on which to place the plants.
4. Obtain water in the desert.
 - a. Sources of water on the ground:

- (1) In valleys and low areas.
 - (2) At foot of concave dry river beds.
 - (3) At foot of cliffs or rock outcroppings.
 - (4) At first depression behind first sand dune of dry desert lakes.
 - (5) Wherever you find damp surface sand.
 - (6) Wherever you find vegetation.
- b. Cacti.
- c. Depression or holes in rock.
- d. Porous rock.
- e. Condensation on metal.
5. Obtain water in the arctic.
 - a. Snow.
 - b. Ice.
6. Purify water.
 - a. Clear the water using one of the following methods.
 - (1) Let water stand in container for 12 hours.
 - (2) Use a 3 foot section of bamboo.
 - (a) Place a piece of cloth on one end of the bamboo section.
 - (b) Fill section with grass or sand and activated charcoal.
 - (c) Pour the water into the top of the bamboo filter and collect the filtered water at the lower end.
 - (3) Pour the water through a sand filled cloth.
 - b. Continue purifying.
 - (1) Boil water for at least 1 minute at sea level, plus 1 additional minute for each additional 1,000 feet above sea level, or for 10 minutes.
 - (2) Let stand for about 45 minutes before drinking.
 - (3) Add charcoal from the fire to remove odors.

REFERENCE(S):

1. FMFM 0-16 (FM 21-76), Survival
2. STP 31-18-SM-TG, CMF 18 Basic Tasks
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.17 OBTAIN SHELTER IN SURVIVAL SITUATIONS

CONDITION(S): Provided the material, field equipment, and survival items.

Appendix A to
ENCLOSURE (6)

STANDARD: Obtain shelter as necessary to survive.

PERFORMANCE STEPS:

1. Construct a lean-to shelter.
2. Construct an A-frame shelter.
3. Construct a field expedient lean-to using natural materials.
4. Construct tree-pit snow shelter.
5. Construct a shade shelter.
6. Construct desert shelters.
7. Rock method.
8. Mound method.
9. Locate available natural shelters.

REFERENCE(S):

1. FMFM 0-16 (FM 21-76), Survival
2. STP 31-18-SM-TG, CMF 18 Basic Tasks
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.14.18 OBTAIN FOOD IN A SURVIVAL SITUATION

CONDITION(S): Provided the material and the survival items necessary to survive.

STANDARD: Obtain food necessary to survive.

PERFORMANCE STEPS:

1. Determine availability of food sources.
 - a. Plants.
 - (1) Cultivated plants.
 - (2) Wild edible plants.
 - b. Wildlife.
 - (1) Insects.
 - (2) Water wildlife.
 - (3) Small amphibious animals.
 - (4) Reptiles.
 - (5) Birds and mammals.
2. Obtain food source.
 - a. Plants: pick or gather.
 - b. Wildlife.

Appendix A to
ENCLOSURE (6)

- (1) Insects: collect by hand.
 - (2) Water wildlife.
 - (a) Collect by hand.
 - (b) Hook and line.
 - (c) Jigging.
 - (d) Fish traps.
 - (3) Small amphibious animals.
 - (a) Club.
 - (b) Snag.
 - (4) Reptiles.
 - (a) Club.
 - (b) Stick.
 - (c) Shoot.
 - (5) Birds and mammals.
 - (a) Snares.
 - (b) Traps.
 - (c) Shoot.
3. Prepare food for eating.
- a. Plants: before eating apply the Universal Edibility Test (Figure 6-1 of the reference).
 - (1) Boil.
 - (2) Bake.
 - (3) Steam.
 - b. Fish.
 - (1) Cut out gills and large blood vessels next to the backbone.
 - (2) Gut fish less than 4 inches long.
 - (3) Boil, smoke, or cook the fish on a spit.
 - c. Snakes.
 - (1) Cut off head.
 - (2) Slit belly and remove innards.
 - (3) Skin.
 - (4) Boil, smoke, or cook on a spit.
 - d. Fowl.
 - (1) Cut off head close to body.
 - (2) Slit belly and remove innards.
 - (3) Wash out abdominal cavity.
 - (4) Boil or cook on a spit.

e. Mammals.

- (1) Immediately bleed after killing.
- (2) Slit belly and remove innards.
- (3) Wash out abdominal cavity.
- (4) Boil, smoke, or cook on a spit.

REFERENCE(S):

1. FMFM 0-16 (FM 21-76), Survival

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 15 - HANDGRENADES, MINES, DEMOLITIONS, AND
PYROTECHNICS (ICBT)

TASK: CPLX.15.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS:

DUTY AREA 16 - NBC DEFENSE (ICBT)

TASK: CPLX.16.1 PREPARE NBC 1 REPORT

CONDITION(S): Provided NBC attack, map, watch, compass, protractor, writing instrument, paper, and NBC 1 report format.

STANDARD: In accordance with the reference, complete an NBC 1 report (nuclear or biological and chemical attack) with at least the mandatory lines (Bravo, Delta, Hotel, and either Charlie or Foxtrot) and all other appropriate information.

PERFORMANCE STEPS:

1. Determine observer's location and record coordinates on line Bravo.
2. Determine date and time of attack and record same in Zulu time on line Delta.
3. Determine type of burst or agent and specify on line Hotel.
4. For nuclear attack, determine direction of attack from observer and specify on line Charlie using either clockwise from grid north or magnetic north, or degrees.
5. For biological and chemical attacks, determine location of area attacked and record coordinates on line Foxtrot and state whether the location is actual or estimated.
6. Record all other appropriate information on the respective line.

Appendix A to
ENCLOSURE (6)

7. Submit NBC 1 report per unit SOP.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 11-8 (FM 3-3), NBC Contamination Avoidance

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.16.2 IMPLEMENT MISSION-ORIENTED PROTECTIVE POSTURE (MOPP)

CONDITION(S): Provided an NBC hazard or threat of a hazard, MOPP gear, and the requirement to assume an appropriate MOPP level.

STANDARD: As per the reference, direct Marines to appropriate MOPP level based on commander's guidance.

PERFORMANCE STEPS:

1. Ensure Marines have required MOPP gear.
2. Receive commander's guidance.
3. Ensure Marines assume MOPP zero.
 - a. Masks are carried.
 - b. Overgarments, overboots, and gloves are readily available.
4. Ensure Marines assume MOPP 1.
 - a. Overgarments are worn open or closed.
 - b. Overboots are carried.
 - c. Masks with hoods are carried.
 - d. Gloves are carried.
5. Ensure Marines assume MOPP 2.
 - a. Overgarments are worn open or closed.
 - b. Overboots are worn.
 - c. Masks with hoods are carried.
 - d. Gloves are carried.
6. Ensure Marines assume MOPP 3.
 - a. Overgarments are worn open or closed.
 - b. Overboots are worn.
 - c. Masks with hoods are worn open, closed, or rolled.
 - d. Masks are properly fitted and sealed.
 - e. Gloves are carried.
7. Ensure Marines assume MOPP 4.
 - a. Overgarments are worn closed.
 - b. Overboots are worn.

- c. Masks with hoods are worn.
- d. Masks are properly fitted and sealed.
- e. Gloves are worn.

REFERENCE(S):

- 1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
- 2. FMFM 11-9 (FM 3-4), NBC Protection

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
-

DUTY AREA 17 - FIRST AID AND FIELD SANITATION (ICBT)

TASK: CPLX.17.1 ENFORCE PROPER FIELD SANITATION

CONDITION(S): Provide a unit in a field environment.

STANDARD: The Marine must properly enforce field sanitation in accordance with the references.

PERFORMANCE STEPS:

- 1. Ensure individual Marines use a cat hole.
- 2. Ensure small units of Marines use a straddle trench.
- 3. Ensure Marines purify water.
 - a. Draw water upstream from other activities.
 - b. Utilize iodine tablets.
 - c. Utilize calcium hypochlorite.
 - d. Boil water.
- 4. Ensure Marine practice personal hygiene.
 - a. Clean the skin.
 - b. Clean the hair.
 - c. Clean the hands.
 - d. Clean clothing and sleeping gear.
 - e. Perform oral hygiene.
 - f. Obtain rest or sleep.
 - g. Maintain mental hygiene.
 - h. Dispose of human waste.
- 5. Conduct inspections as required.
- 6. Take corrective action as needed.

Appendix A to
ENCLOSURE (6)

REFERENCE(S):

1. FM 21-10, Field Hygiene and Sanitation
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 18 - LAND NAVIGATION (ICBT)

TASK: CPLX.18.1 ORIENT A MAP USING FIELD EXPEDIENT TECHNIQUES

CONDITION(S): Provided a map and either stars, moon, or sun.

STANDARD: As per the references, orient a map using a celestial body without error.

PERFORMANCE STEPS:

1. Identify the celestial body to be used for the orientation.
2. Orient the map based off the position of the celestial body used.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

1. Both the sun and the moon rise in the east and set in the west.
 2. In the northern hemisphere, use the north star.
 3. In the southern hemisphere, use the southern cross and the pointers.
-

TASK: CPLX.18.2 LOCATE AN UNKNOWN POINT BY RESECTION

CONDITION(S): Provided a map, a compass, a straight edge, a coordinate scale and protractor, pencil, two identifiable terrain features both visible and on the map, and the need to determine your unknown location.

STANDARD: As per the references, locate himself by a six-digit grid to within 100 meters of the actual grid within 5 minutes.

PERFORMANCE STEPS:

1. Determine the grid-magnetic (G-M) angle from the map.
2. Locate the two known points.
3. Shoot an azimuth to the first known point using the compass.
4. Convert the magnetic azimuth to a grid azimuth.
5. Convert to back-azimuths.
6. Plot back-azimuths on map.
7. Draw a line on the map from the known point along the back-azimuth.
8. Repeat steps for the second known point.

9. Plot the location where the lines intersect and determine the grid coordinates.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.18.3 LOCATE AN UNKNOWN POINT BY INTERSECTION

CONDITION(S): Provided a map, a compass, a straight edge, a coordinate scale and protractor, pencil, the location of two known points, and the need to determine the location of a terrain feature or object.

STANDARD: As per the references, locate the point by a six-digit grid to within 100 meters of the actual grid within 5 minutes.

PERFORMANCE STEPS:

1. Determine the G-M angle from the map.
2. Locate and mark your position on the map.
3. Shoot an azimuth from the first known point, using the compass, to the unknown point.
4. Convert the magnetic azimuth to a grid azimuth.
5. Place the protractor on the map, make a tickmark to determine the azimuth.
6. Draw a line on the map from the known point to the unknown point.
7. Move to a new location and repeat these steps from the second known point.
8. Plot the location where the lines intersect and determine the grid coordinates.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

1. If time permits, move to a third known location (if there is one) and repeat the steps as a check on accuracy.
-

TASK: CPLX.18.4 DETERMINE CARDINAL DIRECTIONS BY FIELD EXPEDIENT METHODS

CONDITION(S): Provided a field environment and the requirement to determine direction without a compass.

STANDARD: As per the reference, determine the four cardinal directions. North must be within 30 degrees of true North.

PERFORMANCE STEPS:

1. Determine direction by shadow tip method to within \pm 30 degrees.
2. Determine direction by watch method to within \pm 15 degrees.

3. Determine direction by north star to within \pm degrees.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

1. Depending on weather, terrain, time of the day, and ingenuity of individual, a variety of methods may be used. The training steps listed above represent the more commonly used methods.

TASK: CPLX.18.5 NAVIGATE AROUND AN OBSTACLE USING THE BOX METHOD

CONDITION(S): Provided a compass, an assigned azimuth and the requirement to detour around an obstacle.

STANDARD: As per the reference navigate an obstacle using the box method.

PERFORMANCE STEPS:

1. Determine direction to turn to proceed around obstacle.
2. Make 90 degree turn: If turning left, Marine must subtract 90 degrees. If turning right Marine must add 90 degrees.
3. Maintain accurate pace count for each leg of the box.
4. Proceed until obstacle is cleared.
5. Make appropriate 90 degree turn.
6. Pass obstacle.
7. Make appropriate turn 90 degrees in direction of original azimuth.
8. Stop when original azimuth is crossed.
9. Make appropriate 90 degree return to face original direction along the line of march.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

TASK: CPLX.18.6 CONVERT AZIMUTHS

CONDITION(S): Provided map, compass, protractor and requirement to convert azimuths.

STANDARD: As per the reference convert azimuths from grid to magnetic or from magnetic to grid without error.

PERFORMANCE STEPS:

1. Convert grid azimuths to magnetic azimuths.
 - a. Determine the amount of the G-M angle for that map.
 - b. Place your finger on the symbol for the base direction you are converting from. In this case that would be grid north. (GN).

- c. Move your finger to the symbol for the base direction you wish to convert to. In this case that would be magnetic north (MN).
 - d. Apply the left, add, right, subtract (LARS) rules. This means:
 - (1) If your finger moves toward the left, add the amount of G-M angle.
 - (2) If your finger moves toward the right, subtract the amount of the G-M angle.
 - e. The azimuth will now be converted from a grid azimuth to a magnetic azimuth.
2. Convert magnetic azimuths to grid azimuths.
- a. First place your finger to the symbol for grid north.
 - b. Move your finger to the symbol for grid north.
 - c. Next, apply the LARS rule.
 - (1) If your finger moves toward the left, add the amount of the G-M angle.
 - (2) If your finger moves toward right, subtract the amount of the G-M angle.
 - d. The azimuth will now be converted from a magnetic azimuth to a grid azimuth.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

TASK: CPLX.18.7 NAVIGATE BY DEAD RECKONING

CONDITION(S): Provided map, compass, and a starting position from a known point.

STANDARD: As per the reference navigate by dead reckoning.

PERFORMANCE STEPS:

1. Maintain direction by using compass center hold method.
2. Make steering marks carefully.
3. Make frequent reference to your compass.
4. Maintain accurate pace count.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

TASK: CPLX.18.8 DETERMINE THE MAGNETIC AZIMUTH TO A DISTANT POINT

CONDITION(S): Provided with a lensatic compass and an objective visible from his location.

STANDARD: As per the reference determine to within ± 2 degrees the magnetic azimuth to the objective.

Appendix A to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Open the front cover of the compass to form a straight line with the compass base.
2. Pull the eyepiece to the rearmost position.
3. Place thumb through the thumb loop, and form a steady base with the third and fourth fingers.
4. Extend the index finger along the side of the compass.
5. Hold the compass level, centered between the belt and chin.
6. Turn the entire body toward the object or direction pointing the compass towards the object.
7. Read the azimuth beneath the fixed black index line.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.18.9 DETERMINE THE ELEVATION OF A POINT USING A MAP

CONDITION(S): Provided the Marine is in the field during daylight while at a known location on the ground, a standard 1:50,000 scale military map of the area, and a designated prominent terrain feature.

STANDARD: As per the references, determine the correct elevation of the terrain feature to within half the contour interval.

PERFORMANCE STEPS:

1. Locate the point on the map.
2. Determine the contour interval of the map from the marginal information.
3. Locate the index contour line nearest the point for which the elevation is being sought.
4. Count the number of contour lines, up or down, that must be crossed to go from the numbered lines to the point.
5. Determine the elevation of the point.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

1. If the point is on contour lines, its elevation is that of the contour.
2. Points less than one-fourth the distance between lines are considered to be the same as the elevation of the nearest line.
3. Points one-fourth to three-fourths the distance from the lower line are considered to be at an elevation half the contour interval above the lower line.
4. To estimate the elevation of the top of an unmarked hill, add half the contour interval to the elevation of the highest contour line around the hill.

5. To estimate the elevation of the bottom of a depression, subtract half the contour interval from the elevation of the lowest contour around the depression.
6. On maps that do not show elevation and relief in as much detail as needed, supplementary contour lines may be used.
7. Benchmarks and spot elevations also indicted points of known elevation.

DUTY AREA 19 - COMMUNICATIONS (ICBT)

TASK: CPLX.19.1 OPERATE AN/ORC-68A/KYV-2 RADIO SET

CONDITION(S): Provided an AN/PRC-68A/KYV-2, an assigned station on a VHF radio net, frequency, call sign, and reference.

STANDARD: As per the references maintain reliable communication with other stations on the net in accordance with the reference.

PERFORMANCE STEPS:

1. Install batteries.
2. Connect antenna.
3. Connect handset.
4. Apply power.
5. Conduct operational check.
6. Establish loud and clear communication on the net.
7. Troubleshoot problems.
8. Restore the circuit.
9. Perform operator level preventive maintenance.

REFERENCE(S):

1. USMC Battle Drill Guide
2. TM 06827B-10/1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.19.2 WATERPROOF INDIVIDUAL RADIO EQUIPMENT

CONDITION(S): Provided a PRC-77, and proper material needed to waterproof the equipment.

STANDARD: As per the references complete waterproofing of all gear within 20 minutes. Upon removing equipment from the water, show that the equipment did in fact remain watertight.

PERFORMANCE STEPS:

1. Inspect equipment.
2. Perform operating functions of equipment.
3. Pad and tape all sharp protruding edges.

Appendix A to
ENCLOSURE (6)

4. Place equipment into bag or container.
5. Seal bag or container.
6. Test equipment.

REFERENCE(S):

1. FM 21-76, Survival

ADMINISTRATIVE INSTRUCTIONS:

TASK: CPLX.19.3 ENTER A RADIO TELEPHONE NET

CONDITION(S): Provided an FM radio set installed and operational, unit communications-electronics operating instructions (CEOI), distant operational station serving as the net control station (NCS), and the references.

STANDARD: As per the references, establish communications and enter and leave a radio telephone net within 15 minutes.

PERFORMANCE STEPS:

1. Establish a radio telephone net.
 - a. Extract appropriate call signs, suffixes, and frequency from the unit CEOI.
 - b. Prepare and operate the appropriate radio set.
 - c. Identify the net structure and determine the answering sequence.
2. Enter a radio telephone net.
 - a. Use abbreviated call signs except when directed by the NCS to use full call signs.
 - b. Authenticate when challenged by NCS.
 - c. If you fail to answer a multiple or collective call sign in sequence, wait until all other stations have answered; then answer.
 - d. If you are unable to communicate with the NCS due to faulty equipment, wrong codes, unsuitable location, etc., you must render a report to the NCS as soon as possible by means other than radio.
3. Leave and close a net.
 - a. Request permission to leave the net from the NCS.
 - b. Inform the NCS of the reason for leaving the net.
 - c. Authenticate upon direction of the NCS before leaving the net.

REFERENCE(S):

1. USMC Battle Drill Guide
2. ACP 125, US SUPP 1, Allied Communication Publication
3. Local Communications-Electronic Operating Instructions
4. FM 24-1, Combat Communications
5. FM 24-18, Tactical Single-Channel Radio Communications Techniques

Appendix A to
ENCLOSURE (6)

6. (0)TC 24-1, Tactical Communications Doctrine
7. TM 11-5820-667-12, Operator's and Organizational Maintenance Manual: Radio Set, AN/PRC-77 (Including Receiver-Transmitter, Radio RT-841/PRC-77)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: CPLX.19.4 MAINTAIN COMMUNICATION SECURITY BY USING THE NUMERAL CIPHER/AUTHENTICATION SYSTEM

CONDITION(S): Provided a current numeral cipher/authentication system, map coordinates to be encoded, encoded numerical information to be decoded, authentication challenge for reply, pencil and paper.

STANDARD: The Marine must use the numeral cipher/authentication system to encode and decode numbers and to provide a correct reply for a challenge to authenticate without error.

PERFORMANCE STEPS:

1. Find the line for encryption.
 - a. Randomly select any two letters for SET INDICATOR (SI).
 - b. Find the first letter of the SI in the LINE INDICATOR column.
 - c. Find the second SI letter.
 - d. Find the SET LETTER in the LINE INDICATOR column.
This line will be used to encrypt up to 15 characters.
2. Encrypt letters.
3. Encrypt numbers.
4. Transmit.
5. Decrypt letters and numbers.
6. Perform challenge and reply authentication.
 - a. Challenge a station using authentication procedures.
 - b. Reply to a station using authentication procedures.
 - c. Perform transmission authentication.

REFERENCE(S):

1. Applicable Numerical Cipher/Authentication System

ADMINISTRATIVE INSTRUCTIONS: (NONE)

Appendix A to
ENCLOSURE (6)

DUTY AREA 20 - PHYSICAL FITNESS (ICBT)

TASK: CPLX.20.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS:

DUTY AREA 21 - CLOSE COMBAT (ICBT)

TASK: CPLX.21.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS: (NONE)

MOS SGTX, THE MARINE SERGEANT

DUTY AREA 1 - MILITARY JUSTICE AND THE LAW OF WAR (IGMS)

TASK: SGTX.1.1 CONDUCT REFRESHER TRAINING IN THE LAW OF WAR.

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: Per the references, instruct the law of war.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Explain the purpose of the law of war.
 - b. State the nine principles to which Marines are required to adhere.
4. Ensure the Marines understood what was taught through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. MCO 3300.3, USMC Law of War Program
3. NAVMC 2681, Code of the U.S. Fighting Man
4. FM 27-10, The Law of Land Warfare
5. FMFM 0-1, Unit Training Management Guide
6. FMFM 0-1A, How To Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.1.2 INSTRUCT PERSONNEL SEARCH TECHNIQUES

CONDITION(S): Provided a training site, training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct the task objectives identified below.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class learning objectives.
 - a. Determine type of search to be used to include kneeling search, prone search, frisk search, and stand-up search.

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- b. Asses the situation to reasonably determine if suspect is carrying a concealed weapon or dangerous object.
- c. Establish identify with suspect.
- d. Establish control of suspect.
- e. Use the necessary force to place the suspect in the proper search position.
- f. Handcuff suspect, if necessary.
- g. Conduct the search:
 - (1) Hair and, in/under hats
 - (2) Armpits
 - (3) Inside legs
 - (4) Half-clenched hands
 - (5) Any medical dressings
 - (6) Any bags or cases carried
 - (7) Walking sticks, umbrellas, crutches, etc.
 - (8) Shoes/boots
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training
3. STP 19-95B-1-SM, Soldiers Manual, MOS 95B-Military Police, Skill Level 1
4. FM 19-10, MP Administration and Operations
5. MCO P5580.2, Law Enforcement Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.1.3 CONDUCT REFRESHER TRAINING ON MAINTAINING THE CHAIN OF CUSTODY FOR EVIDENCE

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct the task objectives identified below.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Obtain evidence.
 - b. Note time, place, from whom or where the evidence was seized and describe the evidence.

- c. Safeguard the evidence in your possession.
 - d. Keep the evidence on your person if possible.
 - e. Lock it up in an area in which only you have access.
(Under no circumstances leave the evidence unattended in an unsecured area).
 - f. Deliver the evidence to appropriate authorities promptly.
 - g. Establish chain of custody by filling out receipt form NAVMC 10844.
 - h. Account for every person having custody of the evidence between the time it was seized and the time it was delivered to appropriate authorities.
4. Ensure the Marines understand what was presented to them through evaluation.
 5. Record and report training completed.

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training
3. Manual for Courts-Martial
4. MCO P1080.35C, Personnel Reporting Instructions Manual
5. MCO P1070.12, Individual Records Administration Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 2 - MARINE CORPS ORGANIZATION, HISTORY, CUSTOMS, AND COURTESIES (IGMS)

TASK: SGTX.2.1 CONDUCT REFRESHER TRAINING ON THE ORGANIZATION OF MAGTF'S

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct the task objectives identified below contained in NAVMC 2710, Marine Air-Ground Task Forces.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Describe MAGTF organization.
 - b. Explain five types of MAGTF's.
 - (1) Describe a Special Purpose MAGTF (SPF).
 - (2) Describe a Marine Expeditionary Unit (MEU) and its four elements.
 - (3) Describe a Marine Expeditionary Brigade (MEB) and its four elements.
 - (4) Describe a Marine Expeditionary Force (MEF) and its four elements.
 - (5) Describe a Marine Expeditionary Corps (MEC).

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4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. MCO 3120.8, Policy for the Organization of Marine Forces for Combat
2. FMFM 0-1, Unit Training Management Guide
3. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: Reference (1) establishes five types of MAGTF's and was published 20 June 1991.

TASK: SGTX.2.2 CONDUCT REFRESHER HISTORY, CUSTOMS, AND COURTESY TRAINING

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct refresher training in Marine Corps history, customs, and courtesies.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class to include the following topics.
 - a. History.
 - b. Customs.
 - c. Courtesies.
 - d. Traditions.
 - e. Honors.
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. FMFM 0-1, Unit Training Management Guide
3. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)

TASK: SGTX.3.1 CONDUCT REFRESHER TRAINING ON SQUAD DRILL
MOVEMENTS

CONDITION(S): Provided an appropriate drill field area and
a squad of Marines, equipped with rifles, to drill.

STANDARD: As per the references, instruct the execution squad
drill movements.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse.
3. Present the class.
 - a. Demonstrate the commands for executing squad
movements.
 - (1) Form the squad.
 - (2) Dismiss the squad.
 - (3) Change the direction.
 - (4) Alignment on line.
 - (5) Alignment in column.
 - (6) Close and extend the interval.
 - (7) Obliques.
 - (8) Flanks.
 - b. Explain unit drill movements from preparatory
command/command of execution through completion of
movement by the unit.
4. Ensure the Marines understood what was taught.
5. Record and report training completed.

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training
3. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
4. MCIO P1500.44C, Battle Skills Training/Essential Subjects
Handbook

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.3.2 DRILL PLATOON SIZE UNIT IN SELECTED
MOVEMENTS

CONDITION(S): Provided an appropriate drill field area and a
platoon of Marines, equipped with rifles, to drill.

STANDARD: As per the reference, conduct unit drill, and
execute, as the platoon sergeant, selected drill movements.

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PERFORMANCE STEPS:

1. Execute the following stationary unit drill movements from preparatory command/command of execution through completion of movement:
 - a. Form the platoon.
 - b. Execute halted movements.
 - c. Change direction.
 - d. March in the oblique.
 - e. March to the flank.
 - f. March to the rear.
 - g. Fall out/dismiss the platoon.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.3.3 CONDUCT REFRESHER TRAINING ON THE SWORD MANUAL

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct the task objectives identified below contained in the NAVMC 2691, Marine Corps Drill and Ceremonies Manual.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Demonstrate the sword manual.
 - (1) Draw sword.
 - (2) Order sword.
 - (3) Carry sword.
 - (4) Present sword.
 - (5) Proper carriage while marching.
 - (6) Eyes right while marching.
 - (7) Rests with sword.
 - (8) Return sword.
 - b. Perform sword manual during ceremonial parades.
4. Ensure the Marines understand what was taught through practical application.
5. Record and report training completed.

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REFERENCE(S): FMFM 0-1, Unit Training Management Guide
FMFM 0-1A, How to Conduct Training~
NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT
(IGMS)

TASK: SGTX.4.1 CONDUCT A PERSONNEL INSPECTION

CONDITION(S): Provided a group of armed or unarmed Marines and the requirement to inspect them.

STANDARD: Inspect Marines, identify all discrepancies for both male and female Marines, and direct corrective action as necessary.

PERFORMANCE STEPS:

1. Gather and study reference materials.
 - a. Male Marines.
 - b. Woman Marines.
2. Prepare and rehearse for the inspection.
3. Conduct inspection.
 - a. Ensure proper fit.
 - b. Ensure uniforms are serviceable
 - c. Ensure accessories are correct.
 - d. Ensure grooming standards are maintained.
 - e. Ensure weapons are properly maintained.
 - f. Ensure proper execution of manual of arms.
4. Note all discrepancies.
5. Report inspection results as required.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
2. MCO P1020.34E, Marine Corps Uniform Regulations
3. MCO P1020.28E, Individual Clothing Regulations
4. Applicable weapon TM

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.4.2 INSPECT A CLOTHING AND EQUIPMENT DISPLAY

CONDITION(S): Provided a group of Marines and a requirement to conduct a clothing and equipment inspection.

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STANDARD: As per the references, supervise Marines in preparing for inspection, identify all discrepancies for both male and female Marines, and direct corrective action as necessary.

PERFORMANCE STEPS:

1. Gather and study reference materials.
 - a. Male Marines.
 - b. Woman Marines.
2. Prepare and rehearse for the inspection.
3. Inspect the display.
 - a. Ensure all items of clothing are correctly displayed and are serviceable.
 - b. Ensure all brass and leather items are properly polished.
 - c. Ensure cloth insignia and service stripes are correctly sewn and that metal/plastic ornaments and buttons are of the correct color.
 - d. Ensure identification tags, medical warning tags (as applicable), and ID cards are serviceable.
 - e. Ensure all items are properly marked.
 - f. Ensure items not displayed or worn by the individual at the time of the inspection are accounted for by an itemized laundry, dry cleaning, tailor, or cobbler slip.
 - g. Ensure individuals that are required to wear a medical warning tag display this tag next to their identification tags.
4. Note all discrepancies.
5. Report inspection results as required.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. NAVMEDCOMINST 6150.2, Medical Warning Tag; Use of
3. MCO P1020.34E, Marine Corps Uniform Regulations
4. MCO P1020.28E, Individual Clothing Regulations
5. Applicable weapon TM

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)

TASK: SGTX.5.1 LEAD A LEADERSHIP GUIDED DISCUSSION

CONDITION(S): Provided commander's guidance and the requirement to conduct a leadership guided discussion.

STANDARD: As per the references, conduct leadership training using discussion leadership techniques.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Prepare the discussion topic.
3. Conduct leadership training using discussion leader techniques.
4. Evaluate the training to ensure objectives are comprehended.

REFERENCE(S):

1. MCO 5390.2D, Leadership Training and Education
2. NAVMC 2767, User's Guide to Marine Corps Leadership Training
3. Discussion Leaders' Guide

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.5.2 EXPLAIN KEY ASPECTS OF THE PERFORMANCE EVALUATION SYSTEM

CONDITION(S): Provided the references and the requirement to explain the performance evaluation system.

STANDARD: Per the references, explain the purpose and responsibilities of key persons in the performance evaluation system.

PERFORMANCE STEPS:

1. State the purpose of the performance evaluation system.
2. Describe reporting chain and responsibilities.
3. State submission requirements.
4. Describe the preparation of fitness reports.
5. Describe responsibilities of key persons.
 - a. Marine reported on.
 - b. Reporting senior.
 - c. Reviewing officer.
6. Describe procedures for adverse reports and appeals.
7. Describe Headquarters Marine Corps functions.

REFERENCE(S):

1. MCO P1610.7C, Performance Evaluation System
2. Performance Evaluation System Handbook

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ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.5.3 RECOMMEND CONDUCT AND PROFICIENCY MARKS

CONDITION(S): Provided commander's guidance and the reference or extract.

STANDARD: As per the references, recommend proficiency and conduct marks.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Review the adjective ratings and the corresponding marks and standards of performance.
3. Review the adjective ratings and the corresponding marks and standards of conduct.
4. Determine the standard of performance.
5. Determine the standard of conduct.
6. Recommend the proficiency marks.
7. Recommend the conduct marks.

REFERENCE(S):

1. MCO P1070.12, Individual Records Administration Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.5.4 ADVISE MARINES OF RESOURCES TO ASSIST IN FAMILY RESPONSIBILITIES

CONDITION(S): Provided with the references.

STANDARD: The Marine will identify resources available to assist Marines on family affairs.

PERFORMANCE STEPS:

1. State the supporting agencies and programs that can assist Marines and their families.
2. State the primary agency responsible for providing information, assistance and guidance.
3. State five programs that can be instituted to prepare Marines and their families for deployments.

REFERENCE(S):

1. MCO 1700.20, Personal Affairs Program
2. MCO 1700.21, Welfare

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.5.5 PERSONAL FINANCIAL MANAGEMENT (TBD)

CONDITION(S):

STANDARD:

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PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS:

1. Task to be determined at a later date.

DUTY AREA 6 - SUBSTANCE ABUSE (IGMS)

TASK: SGTX.6.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS:

DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)

TASK: SGTX.7.1 DETERMINE INDIVIDUAL PROFICIENCY

CONDITION(S): Provided individual Marines and the references.

STANDARD: Determine individual proficiency relative to the established individual training standards.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Determine the required training standard.
3. Conduct personal observation of individual training/performance.
4. Employ, if applicable, the Marine Training and Readiness Information Management System (MTRIMS) to identify individual strengths and weaknesses for applicable ITS's.
5. Employ the Maintenance Training and Evaluation Program (MATMEP) and the Aviation Training and Readiness Information Management System (ATRIMS) to identify individual deficiencies by grade and MOS for air crews, air traffic controllers, and aviation maintenance personnel.
6. Solicit input.
 - a. Subordinate leaders.
 - b. Junior officers.
7. Review all written records and reports relating to individual proficiency.
8. Seek outside input for insight on individual proficiency.

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9. Determine level of proficiency relative to the training standard.

REFERENCE(S):

1. MCO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. MCO 1553.1B, The Marine Corps Training and Education System
3. MCO 1553.3, Marine Corps Unit Training Management
4. Applicable Individual Training Standards for OccFLd's and MOS's
5. MCO 4790.12, Individual Training Standards System (Maintenance Training and Evaluation Program), (Short Title: ITSS (MATMEP))
6. MCO P3500.14C, Aviation Training and Readiness Manual Volume 1 (T&R Manual, Volume 1 (INTERIM))
7. FMFM 0-1, Unit Training Management Guide
8. FMFM 0-1A, How to Conduct Training
9. MCO 3501.1B, Marine Corps Combat Readiness Evaluation System

ADMINISTRATIVE INSTRUCTIONS:

1. Determining individual proficiencies identifies what Marines can perform to standard. What individuals cannot perform to standard (deficiencies/weaknesses), comprises the input of individual in training plans.

TASK: SGTX.7.2 CONDUCT INDIVIDUAL/TEAM/CREW TRAINING

CONDITION(S): Provided Marines needing training, a training site, training support equipment, and the references.

STANDARD: Conduct performance oriented training of the individual/team/crew so that performance meets or exceeds the applicable individual training standards (ITS's) and mission performance standards (MPS's).

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Determine the required training standards (ITS's and MPS's).
3. Prepare and rehearse prior to conducting the training.
4. Ensure training is performance oriented.
5. Conduct the training.
6. Evaluate Marines/team/crew to ensure they meet or exceed the required standards.
7. Record and report training completed.

REFERENCE(S):

1. Applicable individual training standards (ITS's) for OccFLd's and MOS's
2. Applicable mission performance standards (MPS's from MCCRES)
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

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ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.7.3 CONDUCT AN AFTER ACTION REVIEW

CONDITION(S): Provided a completed training session.

STANDARD: Identify any failure of mastery, problems with support of training and evaluations, and provide recommendations for corrective action.

PERFORMANCE STEPS:

1. Develop a discussion outline.
2. Review the training objectives.
3. Discuss the training event in sequence.
4. Relate events to training standards.
 - a. Individual training relative to the ITS's.
 - b. Team/crew training relative to the MPS's.
5. Determine if training resulted in the individual/team/crew being able to perform to required standards.
6. Ensure that alternative and more effective courses of action are explored.
7. Keep discussion centered on the topic at hand.
8. Avoid discussing excuses for poor actions.
9. Turn excuses into teaching points and keep the review positive in nature.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. MCO 3501.1B, Marine Corps Combat Readiness Evaluation System
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.7.4 UTILIZE PLATOON-LEVEL MANUAL WAR GAMES

CONDITION(S): Provided a TACWAR manual war game in support of tactical decision making.

STANDARD: As per the reference, utilize platoon-level war games.

PERFORMANCE STEPS:

1. Determine scenario.
2. Set up TACWAR board to reflect scenario.
3. Utilize movement.
4. Utilize direct fire.

5. Utilize supporting arms.
6. Evaluate tactics utilized.

REFERENCE(S):

1. TACWAR Rulebook

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)

TASK: SGTX.8.1 CONDUCT REFRESHER TRAINING ON THE TROOP
LEADING STEPS

CONDITION(S): Provided a training site, training support
equipment (slide projector, blackboard, etc.), and the
references.

STANDARD: As per the references, instruct the task objectives
identified below contained in FMFM 6-5, Marine Rifle Squad.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Explain how to apply the concept of "begin planning".
 - b. Explain how to apply the concept of "arrange for
reconnaissance".
 - c. Explain how to apply the concept of "make
reconnaissance".
 - d. Explain how to apply the concept of "complete the
plan".
 - e. Explain how to apply the concept of "issue order".
 - f. Explain how to apply the concept of "supervise".
4. Ensure the Marines understand what was presented to them
through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects
Handbook
2. USMC Battle Drill Guide
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training
5. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)

TASK: SGTX.9.1 PERFORM DUTIES AS SERGEANT OF THE GUARD

CONDITION(S): Provided the Marine is assigned as Sergeant of the Guard for a guard section.

STANDARD: Supervise the guard of the day, ensuring that all orders and procedures are carried out correctly.

PERFORMANCE STEPS:

1. Prepare a guard roster.
2. Conduct guard school.
3. Conduct guard mount.
4. Post/relieve all sentries.
5. Maintain a logbook.
6. Inspect posts.
7. Enforce general and special orders.
8. Account for guard property.

REFERENCE(S):

1. NAVMC 2691A, Interior Guard Manual
2. FM 22-6, Guard Duty

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.9.2 CONDUCT REFRESHER TRAINING ON INTERIOR GUARD

CONDITION(S): Provided the requirement to instruct and the required reference material.

STANDARD: Impact to the Marines a basic knowledge of interior guard and applicable orders.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
 - a. Explain the purpose of interior guard.
 - b. Explain the duties of the interior guard personnel.
 - c. Explain all general orders.
 - d. Explain challenging procedures.
 - e. Explain the use of special orders.
3. Ensure the Marines understand what was taught through evaluation.
4. Record and report training completed.

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REFERENCE(S):

1. NAVMC 2691A, Interior Guard Manual
2. MCO 1553.1B, The Marine Corps Training and Education System
3. 1553.3, Marine Corps Unit Training Management
4. FM 22-6, Guard Duty

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.9.3 CONDUCT REFRESHER TRAINING ON THE APPLICATION OF DEADLY FORCE

CONDITION(S): Provided the requirement to instruct and the required reference material.

STANDARD: Instruct Marines so that they will be able to determine the proper amount of force required by the references.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Present the class
 - a. Define deadly force.
 - b. Identify the six applications of deadly force.
 - c. Describe the escalation of force.
 - d. Define armed personnel.
 - e. Define competent authority.
 - f. Define lawful order.
 - g. Explain changes to deadly force considerations when providing security for nuclear material.
 - h. Provide help.
 - i. Ask questions.
 - j. Give a summary.
4. Ensure the Marines understand who was taught through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. SECNAVINST 5510.29A, Use of Force by Personnel Engaged in Law Enforcement and Security Duties
2. MCO 5500.6E, Arming of Law Enforcement and Security Personnel and the Use of Deadly Force
3. MCO 1553.1B, The Marine Corps Training and Education System
4. MCO 1553.3, Marine Corps Unit Training Management

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 10 - CODE OF CONDUCT (IGMS)

TASK: SGTX.10.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS:

DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)

TASK: SGTX.11.1 INSTRUCT HOW TO MAINTAIN THE M249 SAW

CONDITION(S): Provided a training site, training support (M249 SAW, lubricant, preservative, rags, swabs, etc.), and the references.

STANDARD: As per the references, instruct the proper maintenance required for the SAW.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Instruction to include the following:
 - a. Handle the weapon according to basic weapons handling procedures.
 - b. Ensure the proper cleaning gear is present.
 - c. Field strip (general disassembly) the SAW.
 - d. Inspect and clean the SAW as appropriate.
 - e. Lubricate all appropriate parts.
 - f. Reassemble the SAW.
 - g. Perform preventive maintenance check.
 - h. Perform a function check.
 - i. Report discrepancies per unit SOP.
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. TM 9-1005-201-10, Operator's Manual for Machinegun, 5.56mm, M249

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3. FM 23-14, Squad Automatic Weapon, M249
4. FMFM 0-8, Basic Marksmanship
5. FMFM 0-1, Unit Training Management Guide
6. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.2 INSTRUCT HOW TO ZERO THE M249 SAW

CONDITION(S): Provided a training site, training support (an M249 SAW, 12 rounds of ammunition, targets, etc. per shooter), and the references.

STANDARD: As per the references, instruct Marines so they are able to establish a three-shot group of 1 1/4 inch diameter or less and then point of aim-point on impact within six more rounds. (Three additional rounds will be fired to confirm zero.)

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct the training to include the following procedures:
 - a. Clear the weapon.
 - b. Load the SAW.
 - c. Assume a good prone position on line with the designated target.
 - d. Fire three, single rounds (loaded individually) at the center base of the black aiming paster on the machinegun marksmanship target. The shot group must be 1 1/4 inches or smaller to establish the center of the group in relation to the center base of the aiming post.
 - e. Clear the weapon and place on safe.
 - f. Correct for windage if the center space of the shot group is to the left or right of the aiming point. Turn the windage knob to move the peep sight in the direction of the desired change.
 - g. Correct for elevation if the center space of the shot group is above or below the aiming point.
 - (1) Rotate the elevation knob to the 1,000 meter mark to make the peep sight easier to grasp.
 - (2) Rotate the peep sight counterclockwise to raise the peep sight and the impact of the rounds.
 - (3) Return the elevation setting to 500 meters after completing fine elevation adjustments.
 - h. Confirm zero by firing a confirming three-shot group, loaded singly, after making corrections for windage and elevation.
 - i. Take immediate action if necessary.
 - j. Perform quick-change barrel procedures.
4. Ensure the Marines understand what was presented to them through evaluation/firing.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-14, Squad Automatic Weapon, M249

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3. FC 23-10, Basic Marksmanship Training, Bipod-Mounted Squad Automatic Weapon
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.3 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M249 SAW

CONDITION(S): Provided a training site, training support equipment, and the references.

STANDARD: As per the references, instruct Marines so that they are able to engage targets at ranges from 100 to 800 meters with the aid of another Marine to act as a spotter.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct the training to include the following procedures:
 - a. Handle the weapon according to basic weapons handling procedures.
 - b. Prepare the SAW for firing.
 - (1) Ensure the SAW is properly assembled and functioning for firing.
 - (2) Set up the bipod, as appropriate.
 - (3) Load the SAW.
 - c. Field zero the SAW.
 - d. Estimate the range to targets.
 - e. Respond to fire commands.
 - f. Engage targets effectively.
 - g. Perform immediate action to clear a stoppage within 10 seconds.
 - h. Perform quick-change barrel procedures.
 - i. Perform a function check.
 - j. Unload the SAW.
 - k. Ensure a complete safe weapon.
4. Ensure the Marines understand what was presented to them through evaluation/firing.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-14, Squad Automatic Weapon, M249
3. FC 23-10, Basic Marksmanship Training, Bipod-Mounted Squad Automatic Weapon
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

Appendix B to
ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.4 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M249
SAW USING LIMITED VISIBILITY TECHNIQUES

CONDITION(S): Provided a training site, training support equipment, hours of darkness, SAW's 30 rounds of ammunition per weapon, sectors of fire, principal directions of fire, aiming stakes, range cards prepared during daylight, and the references.

STANDARD: As per the references, instruct Marines so they will be able to place effective fire on predesignated targets located within the shooter's sector of fire.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct the training to include the following procedures:
 - a. Engage targets using the base stake method.
 - (1) Drive stakes into the ground to define the sector limits and the final protective line (FPL).
 - (2) Drive stake into the ground under the gas cylinder to pick up the elevation needed to fire the FPL.
 - (3) With the weapon laid on the target, mark a spot on the ground under the handguard assembly.
 - (4) Move the weapon aside, and solidly drive a stake into the spot marked on the ground.
 - (5) Drive the stake into the ground until the sights are again laid on the target when the handguard assembly is laid on top of the stake with the weapon properly held for bipod firing by the gunner.
 - (6) Extend the bipod to provide a solid mount for the weapon.
 - b. Engage target using the notched-staked or tree-crotch method.
 - (1) Aim the weapon toward the preselected target area.
 - (2) Place the stock of the weapon in the rests of notched stakes or tree crotches, and make final adjustment to hit desired target area.
 - (3) Dig shallow trenches or grooves for the bipod feet to permit rotation of the feet as the stock is moved from one crotch or stake to another.
 - (4) Hold the weapon; sight it, and fire it using the position and grip employed in bipod firing.
 - (5) Ensure that the weapon is correctly laid on the target by firing a confirming burst, if the tactical situation permits.
 - c. Engage target using the horizontal-log board method to obtain grazing fire.
 - (1) Aim the weapon toward the desired sector of graze.
 - (2) Place a well-seated log or board beneath the stock of the weapon in such a way that the stock can slide across it fully.
 - (3) Dig shallow trenches or grooves for the bipod feet to allow rotation of the feet as the stock is moved along the horizontal log or board.
 - (4) Adjust bipod legs for the elevation that provided the best sector of graze.
 - (5) Mark the sectors of graze by notching or placing stops on the horizontal log or board.
 - (6) Use bipod firing position and grip.

- (7) Ensure that the weapon is correctly laid on the target by firing a confirming burst, if the tactical situation permits.
4. Ensure the Marines understand what was presented to them through evaluation and firing.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FC 23-10, Basic Marksmanship Training, Bipod-Mounted Squad Automatic Weapon
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.5 INSTRUCT HOW TO MAINTAIN THE M203 GRENADE LAUNCHER

CONDITION(S): Provided a training site, training support equipment (an M203 grenade launcher, lubricant, preservative, rags, and swabs, etc.) and the references.

STANDARD: As per the references, instruct the proper maintenance required for the M203.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class to include the following.
 - a. Handle the weapon according to basic weapons handling procedures.
 - b. Ensure the proper cleaning gear is present.
 - c. Field strip (general disassembly) the grenade launcher.
 - d. Inspect and clean the grenade launcher as appropriate.
 - e. Lubricate all appropriate parts of the weapon.
 - f. Reassemble the grenade launcher.
 - g. Perform preventive maintenance check.
 - h. Perform a function check.
 - i. Report discrepancies per unit SOP.
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-31, 40-mm Grenade Launchers M203 and M79
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

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ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.6 INSTRUCT HOW TO ZERO THE M203

CONDITION(S): Provided a training site, training support equipment (M203 grenade launchers, 10 rounds of 40mm HEDP or practice ammunition per weapon, and the references.

STANDARD: As per the references, instruct Marines so that they are able to obtain an elevation and windage sight setting on both sights and hit within 5 meters of target at a distance of 200 meters with two consecutive rounds.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare, rehearse and conduct the training.
3. Clear the weapon.
4. Load the launcher.
5. Use leaf sight zeroing.
 - a. Select a target at 200 meters.
 - b. Place the sight leaf in an upright position.
 - c. Place the center mark of the windage scale on the index line at the rear of the sight base.
 - d. Loosen the elevation adjustment screw on the leaf sight. Place the index line of the leaf sight on the center elevation mark on the sight mount.
 - e. Tighten elevation adjustment screw on the sight leaf.
 - f. Take a supported prone position.
 - g. Align target with the 200 meter increment of the leaf sight and the front sight post of the rifle.
 - h. Fire a round, observe the impact and make the necessary sight adjustment.
 - (1) Make windage adjustments for each firing.
 - (2) After each round fired, make necessary adjustments until two consecutive rounds land within 5 meters of aiming point.
 - i. Fire one or more rounds and make necessary adjustments after each round.
 - j. Fire a confirming round until a round has landed within 5 meters of the target.
6. Perform quadrant sight zeroing.
 - a. Select a target at 200 meters.
 - b. Ensure the sight is correctly mounted on the carrying handle of the rifle.
 - c. Move the front sight post and rear sight aperture from the closed to open position.
 - d. Reposition the quadrant sight arm to zeroing range (200 meters).
 - e. Take a supported prone position.
 - f. Align target with the front and rear sights, using correct sighting and aiming procedures.
 - g. Fire a round, observe the impact and make the necessary adjustments.
 - h. Fire one or more rounds and make the necessary adjustments after each round.

- i. Fire a confirming round. When a round has landed within 5 meters of the target, the weapon is zeroed.
7. Ensure the Marines understand what was presented to them through evaluation and firing.
8. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-31, 40 mm Grenade Launchers M203 and M79
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.7 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M203

CONDITION(S): Provided a training site, training support equipment (M203's, seven rounds of ammunition per weapon, etc.), and the references.

STANDARD: As per the references, instruct Marines so that they are able to obtain hits on all designated targets.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct the training to include the following procedures:
 - a. Handle the weapon according to basic weapons handling procedures.
 - b. Prepare the M203 for firing.
 - (1) Ensure the M203 is properly assembled and functioning for firing.
 - (2) Select the appropriate ammunition.
 - (3) Load the M203.
 - (4) Field zero the M203.
 - c. Select the appropriate ammunition.
 - d. Estimate range to target.
 - e. Respond to fire commands.
 - f. Engage targets effectively.
 - g. Perform immediate actions for malfunctions and stoppages.
 - h. Perform a function check.
 - i. Ensure a complete safe weapon.
4. Ensure the Marines understand what was presented to them through evaluation and firing.
5. Record and report training completed.

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ENCLOSURE (6)

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-31, 40 mm Grenade Launchers M203 and M79
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.8 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M203
USING LIMITED VISIBILITY TECHNIQUES

CONDITION(S): Provided a training site, training support equipment, M203's, seven rounds of ammunition per weapon, stakes, and the references.

STANDARD: As per the references, instruct Marines so that they will be able to engage previously registered targets without adjustment.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct the training to include the following procedures:
 - a. Prepare field expedient stakes.
 - b. Place the launcher on the ground with the muzzle pointing at the target and the buttplate at the fighting position.
 - c. Scoop out a small amount of earth, creating a small hole, where the buttplate touches the ground.
 - d. Place the toe of the buttplate in the hole.
 - e. Get into the fighting position.
 - (1) Raise the muzzle of the launcher. Look through the quadrant sight.
 - (2) Adjust the elevation of the muzzle until the correct sight picture is achieved.
 - f. Drive a stake into the hole directly behind the buttplate to act as the recoil stake.
 - g. Drive two stakes into the ground to hold the launcher at the correct elevation angle.
 - h. Drive two longer stakes into the ground to hold the launcher at the correct deflection angle.
 - i. Locate within the sector of fire possible targets, dead space, likely avenues of approach, and likely enemy assault positions.
 - j. Estimate the range to the located target.
 - k. Place the range on the quadrant sight.
 - l. Look through the quadrant sights on the launcher, and if necessary, move the stakes until the correct sight picture is achieved.
 - m. Fire a grenade and observe impact.
 - n. If necessary, change the positioning of the weapon.
 - o. Prepare a range card.
4. Ensure the Marines understand what was presented to them through evaluation and firing.

5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad
3. FM 23-31, 40 mm Grenade Launchers M203 and M79
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.9 INSTRUCT HOW TO OPERATE THE AT-4

CONDITION(S): Provided a training site, training support equipment (AT-4's, slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct Marines so that they are able to operate the AT-4.

PERFORMANCE STEPS:

1. Gather and study reference materials
2. Prepare and rehearse for the training.
3. Conduct the training to include the following procedures:
 - a. Instruct the characteristics and nomenclature of the AT-4
 - b. Instruct how to inspect the AT-4.
 - c. Instruct how to safely handle the AT-4
 - d. Instruct how to prepare the AT-4 for firing.
 - e. Instruct how to perform immediate action procedures for the AT-4
4. Ensure the Marines understand what was presented to them through evaluation and firing.
5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. FMFM 0-1, Unit Training Management Guide
3. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.10 INSTRUCT HOW TO ENGAGE TARGETS WITH THE AT-4

CONDITION(S): Provided a training site, training support equipment (AT-4's M287 (AT-4) tracer trainers, 9 mm tracer rounds, training aids, etc.), and the references.

Appendix B to
ENCLOSURE (6)

STANDARD: As per the references, instruct Marines so that they are able to engage designated targets.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct the training to include the following procedures:
 - a. Handle the weapon according to basic weapons handling procedures.
 - b. Prepare the AT-4 for firing.
 - c. Press the red safety catch all the way to the left with the index and middle finger of your right hand, and hold it.
 - d. Estimate the range.
 - e. Respond to fire commands.
 - f. Aim the launcher.
 - g. Engage targets effectively.
 - h. Perform immediate action for a misfire.
 - i. Ensure a complete safe weapon.
4. Ensure the Marines understand what was presented to them through evaluation and firing.
5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subject Handbook
2. FMFM 0-1, Unit Training Management Guide
3. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.11 CONDUCT REFRESHER TRAINING ON THE FUNDAMENTALS OF MARKSMANSHIP

CONDITION(S): Provided an M16A2 service rifle, two magazines, a cartridge belt, a magazine pouch, a marksmanship data book, and an assistant to act as a shooter.

STANDARD: In accordance with the references, instruct Marines so that they are able to employ marksmanship fundamentals.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct the training, to include the following topics:
 - a. Explain and demonstrate proper sight alignment and sight picture.
 - b. Demonstrate the methods of gripping and controlling the M16A2.
 - c. Demonstrate the procedures to adjust sling.
 - D. Demonstrate the four basic positions.

- (1) Prone position.
- (2) Kneeling position.
- (3) Sitting position.
- (4) Standing position.
- e. Demonstrate the procedures to load the M16A2 service rifle.
- f. Demonstrate the procedures to zero the service rifle for battlesights.
- g. Demonstrate immediate action to clear a stoppage in the service rifle.
- h. Explain the effects of weather on marksmanship.
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. FMFM 1-3, Basic Marksmanship
2. MCO 3574.2G, Marksmanship Training with Individual Small Arms
3. TM 05538C-10/1, U.S. Marine Corps Operator's Manual w/Components List
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.11.12 CONDUCT REFRESHER TRAINING ON HOW TO FIRE WHILE WEARING THE FIELD PROTECTIVE MASK

CONDITION(S): Provided a training site, training support equipment, and the references.

STANDARD: As per the references, instruct Marines so they are able to effectively fire their service rifle while masked.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class, include the following:
 - a. Don the mask
 - b. Assume the firing position.
 - c. Hold head high above rifle.
 - d. Keep both eyes open.
 - e. Make a bold depression of the muzzle.
 - f. Intersect the line of sight to the target.
 - g. Fire.
4. Ensure the Marines understand what was presented to them through evaluation/firing.
5. Record and report training completed.

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ENCLOSURE (6)

REFERENCE(S):

1. FMFM 1-3, Basic Marksmanship
2. TM 3-4240-279-10, Operator's Manual: Chemical-Biological: Field, ABC-M17, M17A1, and M17A2
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)

TASK: SGTX.12.1 SUPERVISE THE CONSTRUCTION OF MACHINEGUN POSITIONS

CONDITION(S): Provided machine teams or squad, selected firing positions and sectors of fire.

STANDARD: Ensure that the machinegun teams construct positions that cover the sectors of fire, provide cover, concealment, and enable the team to accomplish the mission.

PERFORMANCE STEPS:

1. Determine positions for machinegun teams.
 - a. Primary.
 - b. Alternate.
 - c. Supplementary.
2. Ensure the holes are adequate.
 - a. Size.
 - b. Water sump.
 - c. Grenade sump.
 - d. Parapet.
 - e. Overhead cover.
 - f. Camouflage.
3. Ensure machinegun is positioned properly.
 - a. Sector of fire.
 - b. PDF/FPL coverage.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 7-7, The Mechanized Infantry Platoon and Squad
4. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3

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ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.12.2 CONTROL MACHINEGUN SQUAD FIRES

CONDITION(S): Provided a machinegun squad, a mission, and a sector of fire.

STANDARD: Employ the squad to maintain fire and fire discipline and to accomplish the mission.

PERFORMANCE STEPS:

1. Issue a five paragraph order before the mission, ensuring each Marine understands the mission and the fire control measures.
2. Ensure range cards are prepared.
3. Ensure the machineguns are oriented toward assigned sectors of responsibility.
4. Establish and maintain communications with each team and the unit commander.
5. Detect and engage all enemy personnel and vehicles in the sector of fire.
6. Issue fire commands.
 - a. Direct close support fires.
 - b. Direct long range fires.
 - c. Direct flank protection fires.
 - d. Shift fires to a new target.
 - e. Search for and engage targets of opportunity.
7. Keep a constant check on each gun's ammunition supply.
8. Terminate the engagement and redistribute ammunition, as needed.
9. On command, direct the displacement of the guns.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 23-67, Machinegun, 7.62mm, M60

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.12.3 DIRECT THE ENGAGEMENT OF AIR TARGETS WITH MACHINEGUN FIRES

CONDITION(S): Provided a machinegun squad and a hostile air target.

STANDARD: Engage the air target with machinegun fire.

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ENCLOSURE (6)

PERFORMANCE STEPS:

1. Observe the target.
2. Estimate the necessary lead.
3. Elevate the weapon until the axis of the bore is aligned with the target's course and apply the estimate lead.
4. Elevate or depress the gun until line shots are obtained.
5. Keep head and eyes high above the gun to observe the tracers.
6. Correct lead until hits are obtained, using tracer observation.
7. Fire at the rapid rate at the target throughout the engagement.

REFERENCE(S):

1. FMFRP 6-15, Machineguns and Machinegun Gunnery
2. FM 23-65, Browning Machinegun, Caliber .50 HB, M2
3. FM 71-1, Tank and Mechanized Infantry Company Team

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.12.4 SUPERVISE MAINTENANCE OF MACHINEGUNS

CONDITION(S): Provide machinegun teams with equipment.

STANDARD: Ensure the machineguns are properly maintained as per the references.

PERFORMANCE STEPS:

1. Determine required operator maintenance.
 - a. Review applicable TM's.
 - b. Receive guidance from supervisor.
2. Ensure an SL-3 inventory is conducted.
3. Ensure all items are serviceable.
4. Ensure team members properly:
 - a. Disassemble the weapon.
 - b. Clean the weapon.
 - c. Utilize only authorized cleaning gear and methods.
 - d. Dry the weapon.
 - e. Lubricate the weapon.
 - f. Reassemble the weapon.
 - g. Perform function check.
5. Inspect to ensure all maintenance discrepancies have been identified and reported for corrective action.

REFERENCE(S):

1. FMFRP 6-15, Machineguns and Machinegun Gunnery
2. TM 9-1010-230-10, Operator's Manual and Components List for Machine Gun, 40 mm, MK-19 Mod 3
3. TM 9-1005-311-0, Operator's Manual for Machine Gun, 7.62 mm, M-60E3
4. TM 9-1005-213-10, Operator's Manual for Machine Gun, Caliber .50, M2 Heavy Barrel
5. USMC Battle Drill Guide

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.12.5 INSTRUCT HOW TO LAY A MACHINEGUN

CONDITION(S): Provided training site, training support equipment, and the reference.

STANDARD: As per the references, instruct Marines so that they will be able to lay an M60, M2, or MK-19 machinegun.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the training.
3. Train the following methods:
 - a. Lay using the M2 compass method.
 - b. Laying on final protective lines (FPL).
 - c. Laying on principle direction of fire (PDF).
 - d. Field expedient methods.
4. Ensure Marines understand through evaluation.
5. Record and report the training.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 23-65, Browning Machinegun, Caliber .50 HB, M2
4. FM 23-67, Machinegun, 7.62mm, M60
5. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3
6. FMFM 0-1, Unit Training Management Guide
7. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS:

1. See related Corporal tasks in Duty Area 10:
 - a. Lay an M60/M2 Machinegun
 - b. Lay a MK-19 Machinegun

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ENCLOSURE (6)

TASK: SGTX.12.6 INSTRUCT HOW TO PREPARE A RANGE CARD

CONDITION(S): Provided training site, training support equipment, and the references.

STANDARD: Instruct Marines so that they will be able to prepare a range card per the references.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Include the following information:
 - a. Range cards needed for each position: primary, alternate, and supplementary.
 - b. Sketch to include:
 - (1) Machineguns position.
 - (2) FPL/PDF.
 - (3) Sector limits.
 - (4) Magnetic azimuth of gun.
 - (5) Grid coordinates.
 - (6) Specific targets.
 - (7) Distance where applicable.
 - (8) Targets by number, direction (mils), elevation (mils), range (meters), and description.
 - c. Prepared in duplicate with proper identifying information.
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.12.7 INSTRUCT HOW TO OPERATE THE M60 MACHINEGUN

CONDITION(S): Provided a training site, training support equipment (an SL-3 complete M60 machinegun, T&E, tripod, cleaning gear, 7.62 mm linked ammunition, etc.) and the references.

STANDARD: Instruct Marines so that they are able to operate and maintain the machinegun per the references.

Appendix B to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Instruction to include the following:
 - a. State the characteristics and nomenclature of the M60 machinegun.
 - b. State the purpose of SL-3 components issued with the M60 machinegun.
 - c. Demonstrate the procedures to safely handle the M60 machinegun.
 - d. Demonstrate the procedures to disassemble and reassemble the M60 machinegun.
 - e. Demonstrate the procedures to clean and maintain the M60 machinegun.
 - f. Demonstrate the procedures to mount and emplace the M60 machinegun on the ground.
 - g. Demonstrate the procedures to operate the T&E mechanism on the M60 machinegun.
 - h. Demonstrate the procedures to load the M60 machinegun.
 - i. Demonstrate engaging a ground target using an M60 machinegun.
 - j. Demonstrate the duties of the assistant gunner on the M60 machinegun.
4. Ensure the Marines understand what was presented to them through evaluation/firing.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-67, Machinegun, 7.62 mm, M60
3. FMFRP 6-15, Machineguns and Machinegun Gunnery
4. MCIO P1500.44C, Battle Skills Training/Essential Subjects handbook

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.12.8 INSTRUCT HOW TO ZERO THE M60 MACHINEGUN

CONDITION(S): Provided training site, training support equipment, and the references.

STANDARD: Instruct Marines so that they will be able to zero the machinegun so that the strike of the round coincides with the point of aim.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct the training to include the following techniques:
 - a. Zero the M60 on a 10 meter range.
 - b. Zero the M60 on field firing range.

- (1) Using targets when impact of rounds are visible.
- (2) Using targets when impact of rounds are not visible.
- c. Zeroing the spare barrel after the primary barrel.
- d. Immediate actions as required.
4. Ensure the Marines understand what was presented to them through evaluation/firing.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS:

1. See related Corporal task in Crew-Served Weapons Duty Area
- "Zero the M60 Machinegun"
-

TASK: SGTX.12.9 INSTRUCT HOW TO OPERATE THE M2 MACHINEGUN

CONDITION(S): Provide a training site, training support equipment (an SL-3 complete M2 machinegun, T&E, tripod, cleaning gear, ammunition, etc.) and the references.

STANDARD: Instruct Marines so that they are able to operate and maintain the machinegun per the references.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Instruction to include the following
 - a. State the characteristics and nomenclature of the M2 machinegun.
 - b. State the purpose of SL-3 components issued with the M2 machinegun.
 - c. Demonstrate the procedures to safely handle the M2 machinegun.
 - d. Demonstrate the procedures to disassemble and reassemble the M2 machinegun.
 - e. Demonstrate the procedures to clean and maintain the M2 machinegun.
 - f. Demonstrate the procedures to set headspace and timing on the M2 machinegun.
 - g. Demonstrate the procedures to mount and emplace the M2 machinegun on the ground.
 - h. Demonstrate the procedures to operate the T&E mechanism on the M2 machinegun.
 - i. Demonstrate the procedures to load the M2 machinegun.
 - j. Demonstrate engaging a ground target using an M2 machinegun.
 - k. Demonstrate the duties of the assistant gunner on the M2 machinegun.
4. Ensure the Marines understand what was presented to them through evaluation/firing.

5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-65, Browning Machinegun, Caliber .50 HB, M2
3. FMFRP 6-15, Machineguns and Machinegun Gunnery
4. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

TASK: SGTX.12.10 INSTRUCT HOW TO PREPARE THE M2 MACHINEGUN
FOR FIRING

CONDITION(S): Provided training site, training support equipment, and the references.

STANDARD: Instruct Marines so that they will be able to set the headspace and timing on the machinegun per the references.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Conduct the training.
 - a. Set the headspace.
 - (1) Utilize the gauge.
 - (2) Determine "GO" or "NO GO".
 - (3) Perform adjustments to correctly set headspace.
 - b. Adjust the timing.
 - (1) Utilize the gauges.
 - (2) Perform timing adjustment sequences.
4. Ensure the Marines understand what was presented to them through evaluation/firing.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
3. FMFRP 6-15, Machineguns and Machinegun Gunnery
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

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ADMINISTRATIVE INSTRUCTIONS:

1. See related task ICBT 03.08 "Set Headspace and Timing" contained in BST/EST Handbook
-

TASK: SGTX.12.11 INSTRUCT HOW TO ZERO THE M2 MACHINEGUN

CONDITION(S): Provided training site, training support equipment, and the references.

STANDARD: Instruct Marines so that they will be able to zero the machinegun so that the strike of the round coincides with the point of aim.

PERFORMANCE STEPS:

1. Gather and study references materials.
2. Prepare and rehearse for the training.
3. Conduct the training to include the following techniques:
 - a. Zero the M2 on a 10 meter range.
 - b. Zero the M2 on a field firing range.
 - (1) Using target when impact of rounds are visible.
 - (2) Using targets when impact of rounds are not visible.
 - c. Zeroing the spare barrel after the primary barrel.
 - d. Immediate actions as required.
4. Ensure the Marines understand what was presented to them through evaluation/firing.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-65, Browning Machinegun, Caliber .50 HB, M2
3. FMFRP 6-15, Machineguns and Machinegun Gunnery
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS:

1. See related Corporal task in Crew-Served Weapons Duty Area - "Zero the M2 Machinegun".
-

TASK: SGTX.12.12 INSTRUCT HOW TO OPERATE THE MK19 MACHINEGUN

CONDITION(S): Provided a training site, training support equipment (an SL-3 complete MK19 machinegun, T&E, tripod, cleaning gear, ammunition, etc.) and the references.

STANDARD: Instruct Marines so that they are able to operate and maintain the machinegun per the references.

PERFORMANCE STEPS:

1. Gather and study reference materials.

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2. Prepare and rehearse for the class.
3. Instruction to include the following:
 - a. State the characteristics and nomenclature of the MK19 machinegun.
 - b. State the purpose of SL-3 components issued with the MK19 machinegun.
 - c. Demonstrate procedures for disassembly and assembly of the MK19 machinegun.
 - d. Explain the safe handling of the MK19 machinegun.
 - e. Demonstrate the procedures to mount and operate the T&E mechanism on the MK19 machinegun.
 - f. Demonstrate the employment of the MK19 machinegun.
 - g. Explain the duties of the machinegun team leader.
 - h. Demonstrate the loading of the MK19 machinegun.
 - i. Explain engaging targets with the MK19 machinegun.
 - j. Demonstrate the procedures for cleaning the MK19 machinegun.
4. Ensure the Marines understand what was presented to them through evaluation/firing.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3
3. FMFRP 6-15, Machineguns and Machinegun Gunnery
4. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.12.13 INSTRUCT HOW TO ZERO THE MK19 MACHINEGUN

CONDITION(S): Provided training site, training support equipment, and the references.

STANDARD: Instruct Marines so that they will be able to zero the machinegun so that the impact of the rounds is within 5 meters of the target.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct training to include the following:
 - a. Loosen the range plate screw and move the leaf sight plate to the midpoint between the two studs. Tighten the range plate screw.
 - b. Move the rear sight slide to the meter mark that represents the distance to the target.
 - c. Set windage knob at the zero index line.
 - d. Align the sights on the base of the target using the T&E mechanism.

- e. Load and fire a single round after lining up the front sight blade and target with the rear sight.
 - f. Observe the impact of the round.
 - g. If the impacts are not observed, make bold adjustments.
 - h. If the round was on target, fire a short burst to confirm zero.
 - i. If the round was short or long, adjust the elevation knob.
 - (1) Estimate how short or long the round was.
 - (2) If short, use the estimate to adjust the elevation knob clockwise to bring the sights up to the target.
 - (3) If long, turn the elevation knob counterclockwise to bring the sights down to the target.
 - j. If the round was to the right or left, adjust the windage knob.
 - (1) Estimate how far to the right or left the round was.
 - (2) To adjust to the right, turn the windage knob clockwise.
 - (3) To adjust to the left, turn the windage knob counterclockwise.
 - k. Relay on the target.
 - l. Repeat steps until the impact of the rounds are within 5 meters of the target.
 - m. If the adjustment is correct, fire the rest of the rounds to confirm zero.
 - n. Once the zero is completed, align the range plate scale at the exact range of the zero, tighten it.
 - o. Perform immediate action, if necessary.
- 4. Ensure the Marines understand what was presented to them through evaluation/firing.
 - 5. Record and report training completed.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FM 23-27, MK-19 40-MM Grenade Machinegun, MOD 3
- 3. FMFRP 6-15, Machineguns and Machinegun Gunnery
- 4. FMFM 0-1, Unit Training Management Guide
- 5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS:

- 1. See related corporal task - "Zero the MK-19 Machinegun".

DUTY AREA 13 - PATROLLING (ICBT)

TASK: SGTX.13.1 CONDUCT A SQUAD-SIZED SECURITY PATROL

CONDITION(S): Provided commander's guidance and the requirement to conduct a security patrol for either static or moving units.

STANDARD: In accordance with the references and the commander's guidance, conduct a security patrol to detect infiltration by the enemy and to protect against surprise and ambush.

PERFORMANCE STEPS:

1. Begin planning.
 - a. Receive, study, and review order and commander's guidance.
 - b. Determine requirements and debriefing information.
 - c. Assemble patrol members.
 - d. Issue a patrol warning order.
 - e. Direct patrol to assemble required equipment.
2. Arrange for reconnaissance and coordination.
 - a. Coordinate for patrol's passage of lines, supporting fires, and logistical support.
 - b. Coordinate with other patrols as required.
 - c. Coordinate with the unit commander for operating with adjacent units.
 - d. Arrange for personal reconnaissance, as appropriate.
3. Make reconnaissance.
 - a. Reconnaissance may be physical or map reconnaissance.
 - b. Select routes.
 - c. Ensure the patrol has obtained required equipment.
 - d. Determine fire support, command and signal, communication details and tactical situation.
4. Complete the plan.
 - a. Prepare a patrol order.
 - b. Make final coordination.
 - c. Fill in details.
 - d. Construct a terrain model or sketch.
5. Issue the order.
 - a. Ensure all members are present.
 - b. Orient patrol to terrain.
 - c. Issue the entire order before asking for questions.
 - d. Conclude with question and answer session.
6. Supervise.
 - a. Final preparations.

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- (1) Conduct patrol inspection.
 - (2) Conduct operational checks on all equipment.
 - (3) Rehearse all actions to be taken.
 - (4) Issue any final instructions.
 - (5) Report to unit commander when security patrol is prepared for its mission.
- b. Conduct the patrol.
- (1) Exit friendly lines.
 - (2) Proceed on patrol route.
 - (3) Detect any enemy activity.
 - (a) Conduct surveillance.
 - (b) Avoid contact when possible.
 - (4) Report as required.
 - (5) Return to unit.
 - (6) Enter friendly lines.
 - (7) Debrief designated personnel regarding the security patrol.

REFERENCE(S):

1. FMFM 6-7, Scouting and Patrolling for Infantry Units
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.13.2 CONDUCT A SQUAD-SIZED AMBUSH PATROL

CONDITION(S): Provided commander's guidance and the requirement to conduct an ambush patrol.

STANDARD: In accordance with the references and the commander's guidance, conduct an ambush.

PERFORMANCE STEPS:

1. Begin planning.
 - a. Receive, study, and review order and commander's guidance.
 - b. Determine requirements.
 - (1) Fire support.
 - (2) Logistics.
 - c. Assemble patrol members.
 - d. Issue a patrol warning order.
 - e. Direct patrol to assemble required equipment.

2. Arrange for reconnaissance and coordination.
 - a. Coordinate for the patrol's passage of lines, supporting fires, and logistical support.
 - b. Coordinate with other patrols as required.
 - c. Coordinate with unit commander for operating with adjacent units.
 - d. Arrange for personal reconnaissance, as appropriate.
3. Make reconnaissance.
 - a. Reconnoiter the site. Reconnaissance may be physical or a map reconnaissance.
 - b. Select routes.
 - c. Ensure the patrol has obtained required equipment.
 - d. Determine fire support, command and signal, communication details and tactical situation.
4. Complete the plan.
 - a. Prepare a patrol order.
 - b. Make final coordination.
 - c. Fill in details.
 - d. Construct a terrain model or sketch.
5. Issue the order.
 - a. Ensure all members are present.
 - b. Orient patrol to terrain.
 - c. Issue the entire order before asking for questions.
 - d. Conclude with question and answer session.
6. Supervise.
 - a. Final preparations.
 - (1) Conduct inspection.
 - (2) Conduct operational checks on all equipment.
 - (3) Rehearse all actions to be taken.
 - (4) Issue any final instructions.
 - (5) Report to unit commander when ambush patrol is prepared for its mission.
 - b. Conduct the patrol.
 - (1) Exit friendly lines.
 - (2) Proceed to ambush site.
 - (3) Prepare ambush site.
 - (4) Conduct the ambush.
 - (a) Control signals.
 - (b) Surprise the enemy.
 - (c) Control indirect fires.
 - (d) Control small arms fires.

- (5) Withdraw from ambush site.
- (6) Return to unit.
- (7) Enter friendly lines.

REFERENCE(S):

- 1. FMFM 6-5, Marine Rifle Squad
- 2. FMFM 6-7, Scouting and Patrolling for Infantry Units
- 3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
-

TASK: SGTX.13.3 ISSUE A PATROL WARNING ORDER

CONDITION(S): Provided commander's guidance and the requirement to lead a patrol.

STANDARD: Issue a patrol warning order using a modified five paragraph order format.

PERFORMANCE STEPS:

- 1. Give enough of the friendly and enemy situation to allow for initial preparation.
- 2. Give a mission statement of what the patrol is to accomplish.
- 3. Give an execution statement.
 - a. Give the general patrol organization and assignment of responsibilities, if known.
 - b. Alert subordinate leaders of patrol tasks that require preparation prior to departure.
 - c. Give coordinating instructions.
 - (1) Time schedule and location for individual preparation, rest, briefings, inspection, rehearsal, and departure.
 - (2) Time, place, uniform, and equipment for receiving the patrol order.
 - (3) Tasks for subordinate leaders to direct and supervise the initial preparation.
 - (4) Preliminary guidance to specialists and key individuals regarding their roles and organization within the patrol.
- 4. Give administrative and logistic instructions.
 - a. Identify individual uniforms, equipment, weapons, and prescribed amount of rations, water, and ammunition.
 - b. Identify crew-served weapons (if required) and guidance regarding distribution of weapons and ammunition during movement.
 - c. Identify special equipment requirements and their distribution during movement.
 - d. Identify restricted or prohibited items.
- 5. Give command and signal instructions.
 - a. Designate a assistant patrol leader and his role and preparation.
 - b. Designate the navigators and radio operators (if required).

- c. Give a brief outline of the patrol leader's schedule for preparation, and where he can be reached.

REFERENCE(S):

1. FMFM 6-4, Marine Rifle Company/Platoon
2. FMFM 6-5, Marine Rifle Squad
3. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.13.4 ISSUE A PATROL ORDER

CONDITION(S): Provided commander's guidance and the requirement to lead a patrol.

STANDARD: Issue a patrol order using a modified five paragraph order format.

PERFORMANCE STEPS:

1. Orient the Marines using a terrain model, sketch, or map.
 - a. Point out which direction is north.
 - b. Give the grid coordinates of the present location.
 - c. Point out and give the grid coordinates of key terrain features and objective area(s).
 - d. Point out and give the grid coordinates (when applicable) of control measures such as trace of friendly lines, point of departure and reentry, rally points, and check points.
 - e. Point out any fire support coordination measures.
 - f. Give the weather conditions and their expected effects on the mission. Include times for sunset and sunrise.
 - g. Give local population and their behavior as it impacts on the patrol.
 - h. Give any NBC considerations.
2. Give the situation concerning the enemy and friendly forces.
 - a. When giving the enemy situation use the SALUTE and DRAW-D formulas.
 - b. Give the mission of the next higher friendly unit.
 - c. Give the unit, location, and mission of adjacent friendly units.
 - d. Give the unit, location, and type of support of the friendly fire support available.
 - e. Give the location of any friendly sentinel posts, listening posts, or patrols.
 - f. Give the effective time and place of any attachments or detachments.
3. Give the mission statement as a clear and concise statement of the task that must be accomplished and location or area of the patrol.
4. Give the concept of operations in the execution statement. The concept of operations will tell where, how, and who and lay out the general scheme of maneuver and it will outline the following:
 - a. Task organization of the patrol.

- b. Movement to the objective area, to include navigation method.
 - c. Actions in the objective area.
 - d. The return movement, to include navigation method.
 - e. Use of supporting forces.
5. Assign tasks to units, teams, and the individual, as required in the execution statement. Give a great deal of information on individual duties.
6. Give the instructions that are common to two or more elements, coordinating details, and control measures applicable to the patrol as a whole in the coordinating instruction paragraph in the execution statement. At a minimum to include:
- a. Time of assembly in the assembly area.
 - b. Time of instruction and rehearsals.
 - c. Time of departure and estimated time of return.
 - d. Location of departure and reentry of friendly lines and the actions associated with departure and reentry.
 - e. Details on the primary and alternate routes to and from the objective area.
 - f. Details on formation and order of movement.
 - g. Rallying points and actions at rallying points.
 - h. Final preparation position and actions at that position.
 - i. Objective rallying point and actions at the point.
 - j. Actions at danger areas.
 - k. Actions in the event of enemy contact.
 - l. Details on actions in the objective area not covered elsewhere.
 - m. Estimated time of patrol debriefing upon return.
7. Give the administrative and logistic requirements.
- a. Give changes or additions to uniforms, equipment, and prescribed loads from that given in the warning order.
 - b. Instructions for handling wounded and prisoners.
8. Give command and signal instructions.
- a. Identify the chain of command and succession of command.
 - b. Identify the challenge and password, arm and hand and special signals, and radio frequencies and call signs.
 - c. Position of the patrol leader within the patrol organization during the approach and return and at the objective.

REFERENCE(S):

- 1. FMFM 6-4, Marine Rifle Company/Platoon
- 2. FMFM 6-5, Marine Rifle Squad
- 3. FMFM 6-7, Scouting and Patrolling for Infantry Units

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ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.13.5 CONDUCT PATROL INSPECTIONS

CONDITION(S): Provided commander's guidance and the requirement to lead a patrol.

STANDARD: Conduct initial and final inspections in order to detect and correct all discrepancies.

PERFORMANCE STEPS:

1. Upon receipt of the warning order, patrol order and prior to rehearsals, inspect the patrol to ensure uniforms, equipment, and weapons are complete, correct and functional.
2. Question patrol members to ensure each Marine knows:
 - a. The patrol plan (concept of the operation).
 - b. What they are to do and when they are to do it.
 - c. What other patrols or units are to do.
 - d. Challenges and passwords, codes, radio call signs, frequencies, reporting times, and other pertinent details.
3. Conduct a final inspection prior to departure to ensure discrepancies found in the initial inspection have been corrected, all equipment is in working order, nothing is left behind, and that the men are ready for the mission.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad
2. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.13.6 CONDUCT PATROL REHEARSALS

CONDITION(S): Provided commander's guidance and the requirement to lead a patrol.

STANDARD: Conduct patrol rehearsals to ensure the operational proficiency of the patrol.

PERFORMANCE STEPS:

1. Select rehearsal site and time of rehearsals.
2. Rehearse all action to be taken. If time is limited, rehearse the most critical phases.
3. Supervise and conduct rehearsals in all areas pertaining to the patrol.
4. If the patrol is to operate at night, conduct both day and night rehearsals over similar terrain.
5. Use the rehearsal to test the soundness of the patrol order and patrol organization.
6. Make final adjustments to the plan and organization based on lessons learned from the rehearsal.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad
2. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.13.7 CONDUCT PATROLLING IMMEDIATE ACTION DRILLS

CONDITION(S): Provided commander's guidance and the requirement to lead a patrol.

STANDARD: Direct the patrol in immediate action (IA) drills when unexpected contact is made with enemy forces.

PERFORMANCE STEPS:

1. Ensure all patrol members have rehearsed IA drills before leaving friendly lines.
2. If the patrol sights the enemy, but is not detected, determine whether to make or avoid physical contact. Base decision on the patrol's assigned mission and the capability to successfully engage the enemy unit.
3. If the patrol's assigned mission prohibits physical contact, except that necessary to accomplish the mission, keep actions defensive in nature. Break physical contact, if unavoidable, quickly as possible and, if still capable, continues the mission.
4. Upon sighting of the enemy conduct an immediate halt drill.
5. If the situation permits, conduct a hasty ambush.
 - a. Signal for a hasty ambush and direct patrol members to move quickly to the right or left of line movement, and take up the best available concealed firing positions.
 - b. Initiate the ambush by opening fire with predetermined weapon.
 - (1) If the patrol is defensive in nature, the ambush is not initiated unless detected.
 - (2) If the patrol is offensive in nature, allow the enemy to advance until he is in the most vulnerable position.
6. Conduct an immediate assault if attempting to make and quickly break undesired but unavoidable contact, or to decisively engage the enemy. Upon shouts of "CONTACT, FRONT (RIGHT, LEFT, or REAR)" move the patrol swiftly into a line formation and assault the enemy.
 - a. When used defensively, stop the assault when the enemy withdraws and contact is broken quickly. If the enemy stands fast, carry the assault through the enemy's positions, continuing until contact is broken.
 - b. When used offensively, continue to engage the enemy until they are destroyed.
7. If the patrol is fired upon from beyond 50 meters, break contact as quickly as possible and continue the mission.
8. If the patrol is ambushed, determine if the ambush is a near ambush or a far ambush, and conduct the appropriate counterambush drill.
 - a. If caught in a near ambush (enemy within 50 meters of the patrol).
 - (1) Direct those in the killing zone to immediately assault into the ambush position, occupy it, and continue the assault or break contact.
 - (2) Direct those not in the killing zone to maneuver against the attack force and other elements of the ambush.

- (3) Continue the assault to either eliminate the ambush or to break contact.
 - b. If caught in a far ambush (enemy beyond 50 meters of the patrol.
 - (1) Direct the men in the killing zone to return fire and take best available positions.
 - (2) Direct the men not in the killing zone to maneuver against the ambush force.
 - (3) Continue the assault to either eliminate the ambush or to break contact.
9. If attacked by an aircraft, move the patrol, upon shouts of "AIRCRAFT, FRONT (LEFT, REAR, or RIGHT)", quickly into a a line formation.
 - a. Ensure the formation is well spread out and at a right angle to the aircraft's direction of travel.
 - b. Between attacks direct the patrol members into better positions.
 - c. Determine if aircraft should be fired upon.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad
2. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.13.8 PREPARE PATROL ROUTES

CONDITION(S): Provided commander's guidance, a 1:50,000 map, protractor, and the requirement to lead a patrol.

STANDARD: Plan primary and alternate patrol routes on an overlay based on the mission, commander's guidance, time of departure/ time of return, the enemy situation.

PERFORMANCE STEPS:

1. Make a terrain analysis and select a secure primary and alternate route based on information available.
2. Estimate enemy capabilities based on enemy situation given.
3. Plan routes based on patrols ability and time given.
4. Prepare a clear, concise overlay.
5. Indicate check points, indirect fire targets, insert and extract points, patrol base, and objective rally point.
6. Display a legend, marginal information, and list of personnel on the patrol overlay.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad
2. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

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DUTY AREA 14 - TACTICAL MEASURES (ICBT)

TASK: SGTX.14.1 TRAIN A SQUAD-SIZE UNIT IN BASIC TACTICAL MEASURES

CONDITION(S): Provided a squad-size unit and the requirement to operate with basic tactical proficiency.

STANDARD: Train the unit so that it can perform the squad-size battle drills associated with the defense, limited offense, and security and ambush patrolling.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Review drills in Battle Drill Guide.
3. Select appropriate battle drills based on:
 - a. Commander's guidance.
 - b. Level of proficiency of squad-size unit.
4. Develop the training based on the fundamentals of the Battle Drill Guide System.
5. Utilize the "talk through, walk through, run through" technique per the Battle Drill Guide.
6. Train individual skills needed to support the battle drills.
7. Conduct the squad battle drills.
8. Evaluate proficiency
9. Take corrective actions as needed.

REFERENCE(S):

1. USMC Battle Drill Guide

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX:14.2 ISSUE AN OPERATIONS ORDER FOR A SQUAD-SIZE UNIT

CONDITION(S): Provided a platoon operations order, map, and the requirement to lead a squad-size unit of Marines.

STANDARD: Per the references, prepare and issue an operations order based on the higher-level operations order.

PERFORMANCE STEPS:

1. Estimate the situation using the METT-T and KOCOA formulas.
2. Begin planning.
 - a. Prepare and issue a warning order to all unit members.
 - b. Plan available time by using the half rule and reverse planning methods.
3. Arrange for reconnaissance.
4. Make reconnaissance.

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5. Complete plan.
 - a. Update estimate of the situation.
 - b. Make final coordination.
 - c. Construct terrain model or sketch.
6. Issue the order.s
 - a. Give the situation concerning the enemy and friendly forces.
 - b. Give the mission as a clear and concise statement of the task that must be accomplished.
 - c. Assign tasks to subordinates that support the scheme of maneuver.
 - d. Give information on pertinent matters concerning administrative and service support.
 - e. Give information on the applicable methods of command and control
7. Supervise all preparatory activities and phases of execution.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.14.3 INSTRUCT SQUAD-SIZE COMBAT FORMATIONS

CONDITION(S): Provided a squad-size unit and the requirement to operate tactically.

STANDARD: Instruct Marines so that they will be able to move in squad/fire team combat formations and controlled by hand and arm signals, per the references.

PERFORMANCE STEPS:

1. Explain the types and uses of fire team formations.
2. Demonstrate changing fire team formations.
3. Explain the types and uses of squad formations.
4. Demonstrate controlling squad personnel and squad/fire team formations by hand and arm signals.
5. Conduct battle drills to ensure that Marines can perform these tasks.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.14.4 CONTROL MOVEMENT OF A SQUAD-SIZE UNIT

CONDITION(S): Provided a unit, a mission order and a movement to contact.

STANDARD: Maintain the control and discipline of the unit during the movement, ensuring the proper dispersion and formation is used at all time.

PERFORMANCE STEPS:

1. Ensure the mission is fully understood by all members of the unit.
 - a. Where the unit is to move.
 - b. Which route is to be followed.
 - c. Actions on the objective.
 - d. Location of key personnel during the movement.
 - e. Enemy situation.
2. Ensure fire team leaders control their units and maintain ability to receive direction from squad leader.
3. Keep fire team leaders in sight, terrain permitting.
4. Ensure Marines can perform immediate drill while moving.
5. Maintain contact with the platoon leader and react immediately to all orders and instructions.
6. Use the terrain to provide cover and concealment.
7. Ensure individual Marines and fire teams maintain the proper intervals appropriate to the terrain and visibility.
8. Designate en route rally points or pass down designated en route rally points, from unit leaders, to Marines in the unit.
9. Ensure Marines maintain proper camouflage.
10. Ensure noise and light discipline is maintained.
11. Ensure Marines are alert and ready to react at all times.
12. Ensure each Marine maintains observation over his area of responsibility.
13. Control immediate action drills during contact with the enemy.
14. Correct actions with either oral commands or hand and arm signals, depending on the situation.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad
3. FMFM 6-7, Scouting and Patrolling for Infantry Units
4. FM 21-75, Combat Skills of the Soldier

ADMINISTRATIVE INSTRUCTIONS:

1. Drills 2, 3, and 6 in the Battle Drill Guide can be used to train this task.

TASK: SGTX.14.5 CONDUCT A SQUAD-SIZED ATTACK

CONDITION(S): Provided commander's guidance and the requirement to conduct an attack on an objective.

STANDARD: In accordance with the references and the commander's guidance, conduct an attack on an objective.

PERFORMANCE STEPS:

1. Begin planning.
 - a. Receive, study, and review order and commander's guidance.
 - b. Determine requirements.
 - c. Assemble squad members.
 - d. Issue an attack warning order.
2. Arrange for reconnaissance and coordination.
 - a. Coordinate supporting fires and logistical support.
 - b. Coordinate with the unit commander for operating with adjacent squads.
 - c. Arrange for personal reconnaissance, as appropriate.
3. Make reconnaissance.
 - a. Reconnaissance may be physical or map reconnaissance.
 - b. Select axis of advance.
 - c. Determine fire support, command and signal, communication details and tactical situation.
4. Complete the plan.
 - a. Prepare order.
 - b. Make final coordination.
 - c. Fill in details.
 - d. Construct a terrain model or sketch.
5. Issue the order.
 - a. Ensure all squad members are present.
 - b. Orient squad to terrain.
 - c. Issue the entire order before asking for questions.
 - d. Conclude with question and answer session.
6. Supervise.
 - a. Conduct squad inspection.
 - b. Conduct operational checks on all equipment.
 - c. Rehearse all actions to be taken.
 - d. Issue any final instructions.
7. Conduct the attack.
 - a. Flanking assault.
 - b. Frontal assault.

Appendix B to
ENCLOSURE (6)

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.14.6 DIRECT REACTION TO ENEMY FIRES

CONDITION(S): Provided receiving either direct fire from enemy position(s), artillery or mortar fire, or subjected to an air attack.

STANDARD: Take the appropriate actions to prevent unit from being injured or killed.

PERFORMANCE STEPS:

1. If being engaged by enemy direct fire.
 - a. Direct unit to immediately return fire and attempt to suppress the enemy position.
 - b. Seek a covered and concealed position if return fire does not suppress the enemy position.
2. If subjected to artillery or mortar fire, move unit rapidly out of, or around the impact area.
3. If subjected to an air attack.
 - a. Direct unit to seek cover and concealment upon sighting of the aircraft. If concealment is not available, remain motionless.
 - b. If in a covered and concealed position, remain motionless for at least 30 seconds after the first aircraft departs.
 - c. If engaged with bombs or spray, treat the attack as an indirect fire attack.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad
3. FMFM 6-7, Scouting and Patrolling for Infantry Units
4. FM 21-75, Combat Skills of the Soldier

ADMINISTRATIVE INSTRUCTIONS:

1. Drills 2, 7, and 9 in the Battle Drill Guide can be used as a guide to train this task.
-

TASK: SGTX.14.7 ESTABLISH DEFENSIVE POSITIONS FOR A SQUAD-SIZE UNIT

CONDITION(S): Provided a squad-size unit, and primary and supplementary positions and sectors of fire.

STANDARD: Organize the ground and establish defensive positions based on the references and commander's guidance.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Issue a squad defensive order.
3. Organize the ground.
 - a. Organize the fire teams by specifying the sectors of fire and principal direction of fire for the automatic rifle.
 - b. Select terrain feature to indicate lateral and forward limits of the sectors of fire.
 - c. Designate the general location of the fire teams fighting positions to be occupied.
4. Formulate the squad fire plan to occupy the assigned primary fighting positions and to cover by fire the sectors of fire.
5. Fire team positions.
 - a. Place fire teams so that they face the expected direction of enemy attack.
 - b. Coordinate fire team positions with the location of crew-served weapons in the squad fighting position so as to provide for close in protection of the weapons.
6. Automatic rifle positions.
 - a. Assign a principle direction of fire for each automatic rifle not assigned by the platoon commander.
 - b. Select the exact fighting position for each automatic rifle.
7. Before detailed preparation of the fighting positions are begun.
 - a. Verify the sector of fire of each fire team and the ability of the fire team to observe its assigned sector.
 - b. Ensure sectors of fire overlap and that the desired density of fire can be delivered on avenues of approach.
 - c. Inspect the fighting position, in conjunction with the fire team leader, of each fire team member verifying the ability to cover the fire team sector of fire.
 - d. Verify each automatic rifleman's ability to cover the assigned sector of fire, ensuring the PDF is within the sector of fire assigned to the fire team.
8. Supervise the preparation of fighting holes and the clearing of fields of fire.
9. Provide security by assigning sentinel or observation posts.
10. Coordinate all security measures with adjacent squads and the platoon leader.
11. Inspect fighting positions to ensure that camouflage and overhead cover are satisfactory.
12. Supervise the preparation of supplementary fighting positions.
13. Establish a system of fire and control.
14. Squad leader's position must be where he can:
 - a. Observe the squad's assigned sector of fire.
 - b. Observe as much of the squad fighting position as possible, particularly the positions of the fire team leaders.
 - c. Maintain contact with the platoon leader.
15. Collect the fire team leaders fire plan sketch. Complete and submit to the platoon leader a squad fire plan sketch.
16. Ensure the signal to commence firing is understood by all squad members.

17. Ensure the signal to commence final protective fires is understood by all squad members.
18. Ensure the signal to cease final protective fires is understood by all squad members.
19. Direct and control all squad fires.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-5, Marine Rifle Squad
3. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.14.8 DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT ANTIARMOR DEVICES

CONDITION(S): Provided the requirement to employ field expedient antiarmor devices, given a target, explosives, required material, and guidance from the unit commander.

STANDARD: Direct the construction and employment of field expedient antiarmor devices.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Ensure adequate materials are available.
3. Determine where devices are to be emplaced.
4. Direct the construction of field expedient antiarmor devices.
 - a. Construct a Molotov cocktail.
 - (1) Construct using a breakable container, a gas and oil mixture, and a cloth wick.
 - (2) Fill the container with the gas and oil mixture. The mixture should be 2 parts gasoline and 1 part oil.
 - (3) Insert the cloth wick into the container. The wick must extend both into the mixture and out of the container.
 - (4) Light the wick before throwing and throw in a way to ensure the container breaks.
 - b. Construct an eagle fireball.
 - (1) Construct using an ammunition can, a gas and oil mixture, a white phosphorous grenade wrapped with detonating cord, tape, and nonelectric blasting cap, a fuse igniter, and a grapnel (or rope with bent nails).
 - (2) Fill ammunition can with the gas and oil mixture.
 - (3) Wrap the grenade with detonating cord and attach a nonelectric firing system to the end of the detonating cord.
 - (4) Place the grenade inside the can with the time fuse extending out of it.
 - (5) Make a slot in the can's lid for the time fuse to pass through when the lid is closed.
 - (6) If available, attach the grapnel to the can. When thrown onto a vehicle the grapnel will help hold the can on the vehicle.
 - (7) Before throwing the can, fire the fuse igniter.

- c. Construct an eagle cocktail.
 - (1) Construct using a plastic or rubberized bag (a waterproof bag, a sandbag lined with a poncho, or a battery case placed inside a sandbag), a gas and oil mixture, a smoke grenade, a thermite grenade, tape, string, and communications wire or cord.
 - (2) Fill bag with the gas and oil mixture.
 - (3) Seal bag by twisting its end and then taping or tying it.
 - (4) Attach the thermite and smoke grenade to the bag using tape, string, or communications wire. When attaching the grenades, do not bind the safety levers on the grenades. Tie a piece of string or cord to the safety pins of the grenades.
 - (5) Before throwing pull the safety pins of both grenades.
- d. Construct a towed charge.
 - (1) Construct using rope or communications wire, mines or blocks of explosives, electrical blasting caps, tape, and electrical firing wire.
 - (2) Tie rope or communications wire to the mine.
 - (3) If mines are not available, use about 25 to 50 pounds of explosives attached on a board (sled charge).
 - (4) Anchor one end of the rope on one side of a road and run its other end across the road to a safe position from which the charge may be pulled onto the road.
 - (5) Attach an electric firing system to each mine and connect those systems to the firing wire.
 - (6) Tape the firing wire to the rope running to the position from which the charge is pulled onto the road.
 - (7) At that position, conduct a circuit check and then connect the firing wire to a blasting machine.
 - (8) Just before a vehicle reaches the site of the towed charge, pull the charge onto the road so that it will be run over by the vehicle. When the vehicle is over it, fire the charge.
- e. Construct a pole charge.
 - (1) Construct using explosives (TNT or C4), nonelectric blasting caps, time fuse, detonating cord, tape, string or wire, fuse igniters, and a pole that is long enough for the mission.
 - (2) Prime the desired amount of explosives with two nonelectric firing system, and attach the explosives to a board or some other flat material.
 - (3) Tie or tape the board with the explosives to the pole.
 - (4) The time fuse should only be about 6 inches long.
 - (5) Before putting a pole charge on a target, fire the fuse igniters.
- f. Attack the vehicle at its weak points.
 - (1) Suspension system/bogey wheels.
 - (2) Tracks.
 - (3) Fuel tanks (especially the external tanks).
 - (4) Ammunition storage compartments.
 - (5) Engine compartment.
 - (6) Turret ring.
 - (7) Armor on the sides, top, and rear (normally not as thick as that on the front).

REFERENCE(S):

1. FM 5-25, Explosives and Demolitions
2. FM 21-75, Combat Skills of the Soldier

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.14.9 DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT OBSTACLES

CONDITION(S): Provided the requirement to construct field expedient obstacles, given the required material and tools, other Marines to assist, and guidance from the unit commander.

STANDARD: Direct the construction of field expedient obstacles as directed by unit commander.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Ensure adequate materials are available.
3. Determine where devices are to be emplaced.
4. Direct the construction of field expedient antiarmor devices.
 - a. Create an abatis.
 - (1) Use demolitions or a chain saw to down trees. Ensure the trunks remain attached to the stumps.
 - (2) Cut the tree so that it falls toward the enemy at a 45 degree angle.
 - b. Place stump and post obstacles.
 - (1) Place obstacles so they will canalize or stop enemy armor.
 - (2) Post obstacles must be in a minimum of four rows, with the rows spaced irregularly, one to two meters between posts.
 - (3) Ensure posts are of irregular height, 3 to 4 feet above the ground and 4 to 5 feet below ground.
 - (4) Ensure the diameter of the post are in excess of 15 inches.
 - c. Construct a three log hurdle.
 - (1) Use four 6 to 10 inch uprights and three 8 to 10 inch horizontals.
 - (2) Use at least four uprights as a frame. Use thicker logs horizontally between uprights.
 - (3) Use ropes or wire lashing to tie in the uprights and horizontals.
 - d. Dig tank ditches.
 - (1) Dig a rectangular ditch that is at least 1.5 meters deep, and a flat bottom of 3.3 meters wide.
 - (2) Dig a triangular ditch that is at least 4.5 meters high, and a bottom sloping up toward the enemy that is 3.3 meters wide.
 - (3) Ensure spoil from the digging are placed next to the friendly side of the ditch. Its height is not included in the heights mentioned above.

REFERENCE(S):

1. FM 5-25, Explosives and Demolitions
2. FM 21-75, Combat Skills of the Soldier

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.14.10 ADJUST INDIRECT FIRE

CONDITION(S): Provided binoculars, radio, and appropriate call signs, map, compass, and coordinate scale.

STANDARD: The Marine must call for fire using the grid, polar coordinate, and shift-from-a-known-point mission, and adjust on target using both the bracketing and creeping methods. The initial call for fire must be prepared for transmission within 1 minute after the target is identified. Subsequent corrections must be transmitted to the fire direction center (FDC) within 20 seconds after impact of adjusting rounds.

PERFORMANCE STEPS:

1. Locate the target.
 - a. Determine grid coordinates.
 - b. Determine observer target range.
 - c. Determine lateral deviation and difference in range.
2. Determine observer target direction (grid in mils).
3. Send call for fire using proper sequence.
4. Observe impact and determine lateral deviation using mil relation formula (width = range x mils) rule; determine subsequent range correction using minimum bracket guide/creeping fire.
5. Send subsequent corrections.
6. Fire for effect.
7. Assess battle damage to target and report to FDC.

REFERENCE(S):

1. FMFM 6-8, Supporting Arms Observer, Spotter, and Controller

ADMINISTRATIVE INSTRUCTIONS:

1. As part of step 4, the Marine must utilize the appropriate round off rules.
 2. The Marine must be able to explain what constitutes a danger close mission.
 3. As part of this task, the Marine must be able to demonstrate the method of determining lateral deviation without binoculars.
-

TASK: SGTX.14.11 DIRECT AN AIR STRIKE

CONDITION(S): (Conditions are determined by mission requirements.) Provided a marked target, an inbound aircraft carrying ordnance, appropriate communications equipment, frequency and call signs.

STANDARD: Direct an air strike so the ordnance will have an effect on the target.

PERFORMANCE STEPS:

1. Establish radio communication with the pilot.
2. Give a mission brief in a slow, clear, and concise manner.
 - a. Give unit identification or call sign.
 - b. Give tactical situation.
 - c. Give target description.
 - d. Give target location.
 - e. Give time ordnance.
 - f. Recommend ordnance.
3. Recommend ordnance based upon type of target, such as soft targets (infantry, light armored vehicles and trucks), hard targets (tanks), and bunkers.
4. State all information necessary on friendly troops.
 - a. Give location.
 - b. Describe how friendly positions are marked, if appropriate.
 - c. Give attack heading in magnetic degrees.
5. Adjust ordnance delivery from mark.
 - a. Use cardinal direction and distance from last hit.
 - b. Use clock direction and distance from marking round to target.
 - c. If necessary, abort the run at any time. (Target may be destroyed or unforeseen circumstances may have occurred.)
6. Terminate the mission if the target has been destroyed, or the mission has been accomplished.
7. Provide the pilot with battle damage (complete, partial, none, unknown).

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 5-1, Marine Aviation

ADMINISTRATIVE INSTRUCTIONS:

1. Due to limited access to aircraft and ordnance, simulated training is authorized.

TASK: SGTX.14.12 ESTABLISH A LANDING ZONE

CONDITION(S): Provided the need to establish a pickup and landing zone for a specific type of helicopter during the day or night, and provided smoke grenades, flashlights, air panels, and strobe lights (if available).

STANDARD: Select a site which meets the listed criteria, establish defensive positions, and supervise the clearing/preparation of the zone.

PERFORMANCE STEPS:

1. Select a site for zone based on the following.
 - a. Size and surface condition.
 - b. Slope of ground.
 - c. Ease of identification from air.
 - d. Obstacles and obstructions in/around site.
 - e. Enemy situation.
 - f. Approach and retirement of helicopter.
 - g. Defendability.
2. Secure the zone.
3. Improve the zone, if required.
4. Daylight-mark zone using air panels/smoke grenades.
5. Night time-mark zone using "T" lighting pattern.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 5-3, Assault Support
3. FM 57-38, Pathfinder Operations

ADMINISTRATIVE INSTRUCTIONS:

1. Due to limited access to aircraft, simulated training is authorized.

TASK: SGTX.14.13 DIRECT A HELICOPTER IN A LANDING ZONE

CONDITION(S): Provided an established landing zone, radio with appropriate call signs/frequencies, and two flashlights with wands.

STANDARD: Direct the helicopter so the pilot will be able to locate the landing zone, land where directed, and takeoff when directed.

PERFORMANCE STEPS:

1. Mark the landing zone.
 - a. During daylight mark the landing zone with either smoke grenades or air panels. If marking with smoke, have the pilot identify the color of the smoke.
 - b. During night time use the GAIL system, if available, or field expedients methods (i.e. flashlights, heat tabs, strobe lights, etc.).
2. Establish and maintain communication with helicopter.
3. Give zone brief to pilot.
4. Use hand and arm signals to direct landing/takeoff (flashlights with wands required at night).

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ENCLOSURE (6)

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 5-3, Assault Support
3. FMFM 6-5, Marine Rifle Squad
4. FM 57-38, Pathfinder Operations

ADMINISTRATIVE INSTRUCTIONS:

1. Due to limited access to aircraft, simulated training is authorized.
-

TASK: SGTX.14.14 DIRECT THE MEDEVAC OF A CASUALTY

CONDITION(S): Provided a casualty in a field environment, given a team of Marines, a radio, call signs/frequencies, and a designated area that can handle a helicopter.

STANDARD: Direct the evacuation of the casualty from the area, execute the performance steps in sequence.

PERFORMANCE STEPS:

1. Evacuate the casualty from the area of immediate danger.
2. Administer or direct the administration of first aid.
3. Identify precedence assigned to the casualty.
4. Establish and secure a landing zone.
5. Request medevac using proper procedures.
6. Prepare or direct the preparation of the casualty for flight.
7. Establish and maintain communication with helicopter.
8. Give a zone brief.
9. Mark the landing zone.
10. Direct the helicopter landing and takeoff.
11. Ensure accountability of casualty's weapon and equipment.
12. Submit a casualty report per local SOP.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-4, Marine Rifle Company/Platoon
3. FMFM 5-3, Assault Support

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.14.15 INSTRUCT HOW TO OPERATE NIGHT VISION
GOGGLES

CONDITION(S): Provided a training site, training support equipment, and the references.

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ENCLOSURE (6)

STANDARD: Instruct Marines so that they are able to operate and maintain the night vision goggles per the references.

PERFORMANCE STEPS:

1. Gather and study the reference materials.
2. Prepare and rehearse for the training
3. Conduct training to include:
 - a. Conduct SL-3 inventory.
 - b. Operation under normal conditions.
 - c. Adjust to head.
 - d. Adjust to eyes.
 - e. Operation under unusual conditions.
 - f. Preventive maintenance checks and services (PMCS).
 - g. Troubleshooting.
4. Ensure the Marines understand what was presented to them through evaluation/practical application.
5. Record and report training completed.

REFERENCE(S):

1. TM 11-5855-238-10, Operator's Manual for Night Vision Goggles, AN/PVS-5 and AN/PVS-5A
2. FMFM 0-1, Unit Training Management Guide
3. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.14.16 INSTRUCT HOW TO OPERATE THE INDIVIDUAL WEAPON NIGHT VISION SIGHT

CONDITION(S): Provided a training site, training support equipment, and the references.

STANDARD: Marines so that they are able to operate and maintain the night vision sight, AN/PVS-4 per the references.

PERFORMANCE STEPS:

1. Gather and study the reference materials.
2. Prepare and rehearse for the training.
3. Conduct training to include:
 - a. Conduct SL-3 inventory.
 - b. Operation under normal conditions.
 - c. Installation on weapons.
 - d. Zeroing requirements.
 - e. Daylight cover.
 - f. Operation under unusual conditions.

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- g. PMCS.
- h. Troubleshooting.
- 4. Ensure the Marines understand what was presented to them through evaluation/practical application.
- 5. Record and report training completed.

REFERENCE(S):

- 1. TM 11-5855-213-10, Operator's Manual for Night Vision Sight, Individual Served Weapon, AN/PVS-4
- 2. FMFM 0-1, Unit Training Management Guide
- 3. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.14.17 INSTRUCT HOW TO OPERATE THE CREW-SERVED WEAPON NIGHT VISION SIGHT

CONDITION(S): Provided a training site, training support equipment, and the references.

STANDARD: Marines so that they are able to operate and maintain the night vision sight, AN/TVS-5 per the references.

PERFORMANCE STEPS:

- 1. Gather and study the reference materials.
- 2. Prepare and rehearse for the training.
- 3. Conduct training to include:
 - a. Conduct SL-3 inventory.
 - b. Operation under normal conditions.
 - c. Installation on weapons.
 - d. Zeroing requirements.
 - e. Daylight cover.
 - f. Operation under unusual conditions.
 - g. PMCS.
 - h. Troubleshooting.
- 4. Ensure the Marines understand what was presented to them through evaluation.
- 5. Record and report training completed.

REFERENCE(S):

- 1. TM 11-5855-214-10, Operator's Manual for Night Vision Sight, Crew Served Weapon, AN/TVS-5
- 2. FMFM 0-1, Unit Training Management Guide
- 3. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.14.18 PREPARE A MILITARY SKETCH

CONDITION(S): Provided a requirement to prepare a military sketch, day or night, graph paper, pencils, protractor, clipboard, a piece of string and a straight edge.

STANDARD: As per the reference, complete a military sketch of an assigned objective.

PERFORMANCE STEPS:

1. Describe terrain features in objective area.
2. Determine scale to be used.
3. Demonstrate how a reference point is used on a sketch.
4. Demonstrate a method of measuring figures at a distance.
5. Demonstrate four methods of locating a terrain feature.
6. Draws feature on a sketch to exact measurement.
7. Include marginal information.
8. Describe why the sketch was made in marginal information.

REFERENCE(S):

1. FMFM 2-2, Amphibious Reconnaissance

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.14.19 SUBMIT A SPOT REPORT

CONDITION(S): Provided a requirement to submit a spot report, a radio, a message book, binoculars, and/or night vision devices, paper, and pencil.

STANDARD: As per the references, observe activities, gather data on the enemy and submit a report without error in accordance with the SALUTE report format.

PERFORMANCE STEPS:

1. Observe and analyze enemy size.
2. Observe and analyze enemy activities.
3. Observe and analyze enemy location.
4. Observe and analyze enemy unit markings.
5. Observe and note time of enemy sighting.
6. Observe and analyze enemy equipment and weapons.
7. Submit report per unit SOP.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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ENCLOSURE (6)

TASK: SGTX.14.20 INSTRUCT SURVIVAL SKILLS

CONDITION(S): Provided a training site, training support equipment, and the references.

STANDARD: As per the references, instruct Marines so that they are able to obtain skills to survive.

PERFORMANCE STEPS:

1. Gather and study the reference materials.
2. Prepare and rehearse for the training
3. Conduct training to include:
 - a. Obtain shelter.
 - b. Obtain water.
 - c. Obtain wildlife.
 - d. Start a fire without matches.
 - e. Instruct the keyword "survival".
 - f. Obtain plants.
 - g. Construct and maintain a fire.
 - h. Employ signaling devices.
 - i. Prepare a survival kit.
4. Ensure the Marines understand what was presented to them through evaluation and/or practical application.
5. Record and report training completed.

REFERENCE(S):

1. FMFM 0-16 (FM 21-76), Survival
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.14.21 CONDUCT REFRESHER TRAINING ON HOW TO OPERATE IN DIRECTED ENERGY (LASER) ENVIRONMENT

CONDITION(S): Provided training site, training support equipment (basic laser eye protection (BLEP), and the references.

STANDARD: Instruct Marines so that they are able to operate effectively in a directed energy (laser) environment as per the references.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct training to include the following.

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- a. Explain the hazards of laser directed energy.
 - (1) Damage to your eyes.
 - (2) Damage to equipment.
 - b. Recognize laser systems.
 - (1) Friendly.
 - (2) Threat.
 - c. Practice safety measures when friendly laser systems are employed.
 - d. Practice laser countermeasures against threat laser systems.
 - e. Describe ways of recognizing if a laser threat is being employed.
 - f. Perform immediate action if laser light is seen.
 - g. Wear BLEP.
 - h. Maintain BLEP.
 - i. Describe the symptoms of laser eye damage.
 - j. Determine if your eyes have been damaged from lasers.
 - k. Describe actions to take if your suspect your eyes have been exposed to lasers.
 - l. Perform first aid for laser damaged eyes.
 - m. Continue the mission.
- 4. Ensure the Marines understand what was presented to them through evaluation/practical application.
 - 5. Record and report training completed.

REFERENCE(S):

- 1. MCO 5100.8E, Marine Corps Ground Occupational Safety and Health Program Manual
- 2. MCO P3570.1A, Policies and Procedures for Firing
- 3. MCO P3570.2, Safety Regulations for Firing Guided Missiles
- 4. DARCOM Safety Manual 385-100
- 5. NAVELEX INST. 5100.12
- 6. NAVELEX-Laser Safety Handbook for Naval and Marine Corps Ground Forces
- 7. FMFM 0-1, Unit Training Management Guide
- 8. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 15 - HANDGRENADES, MINES, DEMOLITIONS, AND
PYROTECHNICS (ICBT)

TASK: SGTX.15.1 CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY
THE M49A1 TRIP FLARE

CONDITION(S): Provided training site, training support
equipment (an M49A1 trip flare, field wire or string, engineer
tape, trees or stakes), direction of probable enemy advance,
and a requirement to install the trip flare in a tactical
scenario.

STANDARD: As per the references, instruct Marines so they will
be able to employ and recover the trip flare.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct training to include the following.
 - a. Emplace the trip flare (Pull-Pin method).
 - b. Arm the trip flare (Pull-Pin method).
 - c. Camouflage the trip flare.
 - d. Recover trip flare.
4. Ensure the Marines understand what was presented to them
through evaluation/practical application.
5. Record and report training completed.

REFERENCE(S):

1. TM 9-1370-207-10, Pyrotechnic Simulators
2. FM 20-32, Mine/Countermining Operations
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.15.2 CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY
THE M18A1 CLAYMORE MINE

CONDITION(S): Provided training site, training support
equipment (claymore mine kit, electric blasting cap, detonating
cord (about 25 meters), an M3 or M1 firing device, tripwire,
three stakes, a roll of tape, and M2 crimpers) with a
requirement to install the mine in a hasty protective minefield,
and the references.

STANDARD: As per the references, instruct Marines so they will
be able to employ and recover the mine.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct training.
 - a. Position the mine.
 - b. Aim the mine.

- c. Test the circuit to ensure that it is functioning.
- d. Arm the mine.
- e. Camouflage the mine and firing wire.
- f. Fire the mine.
- g. Recover the mine.
 - (1) Disarm the mine.
 - (2) Repack the mine and all accessories into the M7 bandoleer.
- 4. Ensure the Marines understand what was presented to them through evaluation/practical application.
- 5. Record and report training completed.

REFERENCE(S):

- 1. FMFM 0-1, Unit Training Management Guide
- 2. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.15.3 CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M15 ANTITANK MINE

CONDITION(S): Provided training site, training support equipment (an M15 AT mine, M603 fuze, M1 activator, firing device, M20 arming wrench, and a bayonet), and the references.

STANDARD: As per the references, instruct Marines so they will be able to employ and recover the mine.

PERFORMANCE STEPS:

- 1. Gather and study reference materials.
- 2. Prepare and rehearse for the training.
- 3. Conduct training to include.
 - a. Install the mine.
 - b. Arm the mine.
 - c. Camouflage the mine.
 - d. Recover the mine.
 - (1) Disarm the mine.
 - (2) Repack the mine.
- 4. Ensure the Marines understand what was presented to them through evaluation/practical application.
- 5. Record and report training completed.

REFERENCE(S):

- 1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
- 2. FM 20-32, Mine/Countermining Operations at the Company Level
- 3. FMFM 0-1, Unit Training Management Guide

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ENCLOSURE (6)

4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.15.4 CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY
THE M16 ANTIPERSONNEL MINE

CONDITION(S): Provided training site, training support
equipment (an M16 AP mine (inert) an entrenching tool or
bayonet, etc.), and the references.

STANDARD: As per the references, instruct Marines so they will
be able to employ and recover the mine.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Explain how to install the mine.
 - a. Emplace an M16 AP mine.
 - b. Emplace M16 AP mine with tripwire
 - c. Arm the mine.
 - d. Disarm and recover the mine.
4. Ensure the Marines understand what was presented to them
through evaluation/practical application.
5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects
Handbook
2. MCI Course 03.4, Landmine Warfare and Demolitions
3. MCI Course 03.72, The Marine Rifleman Weapons
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.15.5 CONDUCT REFRESHER TRAINING ON HOW TO LOCATE
MINES AND BOOBYTRAP SITES

CONDITION(S): Provided training site, training support equipment
(mines, boobytraps, tripwires, a map, etc.), and the
references.

STANDARD: As per the references, instruct the task objectives
as identified below.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct training.

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ENCLOSURE (6)

- a. Explain how to reduce the effectiveness of enemy mines and boobytraps using general precautionary measures.
 - b. Explain how to search for and detect enemy mines and boobytraps.
 - c. Explain how to mark the mine or boobytrap.
 - d. Explain how to report the mine/boobytrap.
4. Ensure the Marines understand what was presented to them through evaluation/practical application.
 5. Record and report training completed.

REFERENCE(S):

1. STP 7-11B1-SM, Soldier's Manual, MOS IIB-Infantryman, Skill Level I
2. FM 20-32, Mine/Countermining Operations at the Company Level
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.15.6 CONDUCT REFRESHER TRAINING ON HOW TO USE HAND GRENADES

CONDITION(S): Provided training site, training support equipment (and the various types of hand grenades), and the references.

STANDARD: As per the references, instruct the identification, nomenclature, purpose, function, and employment of hand grenades.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct training.
 - a. State the various type of hand grenades.
 - (1) Fragmentation.
 - (2) White phosphorus.
 - (3) Illumination.
 - (4) Incendiary.
 - (5) Riot control.
 - (6) Smoke.
 - b. Explain the characteristics and nomenclature of various types of hand grenades.
 - c. Explain the purpose and function of the various types of hand grenades.
 - d. Explain how to employ hand grenades.
4. Ensure the Marines understand what was presented to them through evaluation/practical application.
5. Record and report training completed.

Appendix B to
ENCLOSURE (6)

REFERENCE(S):

1. USMC Battle Drill Guide
2. STP 21-1 SMCT, Soldier's Manual of Common Tasks, Skill Level I
3. FM 23-30, Grenades and Pyrotechnics Signals
4. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
5. FMFM 0-1, Unit Training Management Guide
6. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.15.7 CONDUCT REFRESHER TRAINING ON HOW TO USE PYROTECHNICS

CONDITION(S): Provided training site, training support equipment (and the various types of pyrotechnics), and references.

STANDARD: As per the reference, state the types, characteristics, nomenclature, purpose, function, and employment of pyrotechnics.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct training.
 - a. State the various types of pyrotechnics.
 - (1) Star clusters.
 - (2) Parachute.
 - (3) Illumination.
 - (4) Smoke/Parachute.
 - b. Explain the characteristics and nomenclature of various types of pyrotechnics.
 - c. Explain the purpose and functions of the various types of pyrotechnics.
 - d. Explain how to employ pyrotechnics.
4. Ensure the Marines understand what was presented to them through evaluation/practical application.
5. Record and report training completed.

REFERENCE(S):

1. STP 21-1-SMCT, Soldier's Manual of Common Tasks, Skill Level I
2. FM 23-30, Grenades and Pyrotechnics Signals
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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ENCLOSURE (6)

TASK: SGTX.15.8 DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT DEMOLITIONS

CONDITION(S): Provided the requirement to employ field expedient demolitions, given a target, explosives, required material, and guidance from the unit commander.

STANDARD: Direct the construction and employment of field expedient demolition charges.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Ensure adequate materials are available.
3. Determine where demolitions are to be emplaced.
4. Direct the construction of field expedient demolitions.
 - a. Construct a field expedient satchel charge.
 - (1) Construct using explosives (TNT or C4), nonelectric blasting caps, time fuse, detonating cord, tape, fuse ignites, and some type of satchel. The satchel can be an empty sandbag, MRE bag, or demolitions bag, or some other material.
 - (2) Fill the satchel with the amount of explosives needed for the mission.
 - (3) Prime the explosives with two nonelectric firing systems. Use only about 6 inches of time fuse.
 - (4) Seal the satchel with string, rope, or tape, and leave the time fuse and fuse igniter hanging out of the satchel.
 - (5) Before throwing onto target, fire the fuse igniters.
 - (6) Ensure fuze has ignited.
 - (7) Use in the breaching of obstacles or the demolitions of structures where large amounts of explosives are required.
 - b. Construct a field expedient shaped charge.
 - (1) Use plastic explosive for the charge. If unavailable, use dynamite and molten TNT as an expedient.
 - (2) Use any kind of container available to form the cavity, such as bowls, funnels, cone shaped glass, and copper, tin, or zinc to form the cavity liner.
 - (3) If none of the above are available, form a cavity by cutting a cavity in the plastic explosive.
 - (4) Angle of cavity should be between 30 and 60 degrees.
 - (5) Standoff distance will equal one and a half times the distance of the cone. Use sticks taped to the side of the container to act as legs in order to achieve the proper standoff distance.
 - (6) Height of the explosive in the container will equal two times the height of the cone measured from the base of the cone to the top of the explosive.
 - (7) Prime the explosives.
 - (8) Ensure point of detonation will equal exact top center of charge. Cover cap, if any part of it is exposed or extends above the charge, with a small quantity of C4 explosive.
 - c. Construct a field expedient antipersonnel mine.
 - (1) Ensure the weight of the explosive will equal approximately one fourth times the weight of the projectiles.
 - (2) Use any kind of container available, such as a ammunition can or food can (preferably a number 10 can).
 - (3) Use C-4 to pack or putty firmly into the bottom of the container.

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ENCLOSURE (6)

- (4) Place a buffer material, such as earth, leaves, wood, felt, cloth, cardboard, or something similar, between the explosive and the shrapnel.
 - (5) Use items such as expended brass, nails, screws, rocks, etc. for shrapnel.
 - (6) Place additional buffer material on top to hold the shrapnel in place.
 - (7) Prime with an electrical blasting cap by punching a hole in the bottom exact center of the container and inserting the blasting cap. Cover the cap, if any part is exposed, with a small quantity of C4 to ensure detonation.
 - (8) When placing the antipersonnel mine ensure it is butted up against an embankment or mound of dirt and aim toward the center of the target.
 - (9) Once placed, ensure the mine is camouflaged to prevent detection from the enemy.
- d. Detonate a detonation cord ring main.
- (1) Construct a detonation cord ring main by looping and attaching it to itself at a point before the first branch line from the primed end.
 - (2) Form the branch lines by attaching lengths of detonating cord to the main line by a girth hitch with an extra turn or a detonation clip. Branch lines will not be less than a 90 degree angle to the main line from the direction of blast.
 - (3) Use a detonation cord ring main to prime explosives the length of the main line to detonate instantly.

REFERENCE(S):

1. FM 5-25, Explosives and Demolitions
2. FM 21-75, Combat Skills of the Soldier

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

DUTY AREA 16 - NBC DEFENSE (ICBT)

TASK: SGTX.16.1 PREPARE NBC 4 REPORT

CONDITION(S): Provided monitoring/survey/reconnaissance radiological data, paper, pencil, list of meanings of line items in NBC reports, and report format.

STANDARD: In accordance with the reference, complete an NBC 4 report with at least the mandatory lines for nuclear (Quebec, Romeo, Sierra) and chemical (Hotel, Quebec, Sierra) attacks.

PERFORMANCE STEPS:

1. Nuclear attack reports:
 - a. Report location of reading (grid coordinates) as line Quebec.
 - b. Report dose rate as line Romeo. The NBC report should include only outside (unshielded) readings.
 - c. Report circumstances of readings, as appropriate (automatic or directed reading, initial, peak, contact, fallout, etc.).
 - d. Report date-time group of reading on line Sierra.
 - e. Repeat lines Quebec, Romeo, and Sierra as often as necessary. Report other line items as necessary.

- f. Report NBC 4 report as nuclear.
- 2. Chemical attack reports:
 - a. Report type of agent as line Hotel. Indicate whether air or ground attack.
 - b. Report location of sampling (grid coordinates) and type of sample as line Quebec. State whether sample was vapor or liquid.
 - c. Report the date-time group when contamination was detected on line Sierra.
 - d. Report lines as necessary.
 - e. Report other live items as appropriate.
 - f. Report NBC 4 report as chemical.
- 3. Submit NBC 4 report per unit SOP.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FMFM 11-8 (FM 3-3), NBC Contamination Avoidance

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.16.2 SUPERVISE THE IMPLEMENTATION OF
MISSION-ORIENTED PROTECTIVE POSTURE (MOPP)

CONDITION(S): Provided an NBC hazard or threat of a hazard, MOPP gear, and the requirement to assume an appropriate MOPP level.

STANDARD: As per the reference, ensure Marines assume the appropriate MOPP level based on commander's guidance.

PERFORMANCE STEPS:

- 1. Ensure Marines have required MOPP gear.
- 2. Receive commander's guidance.
- 3. Ensure Marines assume MOPP zero.
 - a. Masks are carried.
 - b. Overgarments, overboots, and gloves are readily available.
- 4. Ensure Marines assume MOPP 1.
 - a. Overgarments are worn open or closed.
 - b. Overboots are carried.
 - c. Masks with hoods are carried.
 - d. Gloves are carried.
- 5. Ensure Marines assume MOPP 2.
 - a. Overgarments are worn open or closed.
 - b. Overboots are worn.
 - c. Masks with hoods are carried.
 - d. Gloves are carried.

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ENCLOSURE (6)

6. Ensure Marines assume MOPP 3.
 - a. Overgarments are worn open or closed.
 - b. Overboots are worn.
 - c. Masks with hoods are worn open, closed, or rolled.
 - d. Masks are properly fitted and sealed.
 - e. Gloves are carried.
7. Ensure Marines assume MOPP 4.
 - a. Overgarments are worn closed.
 - b. Overboots are worn.
 - c. Masks with hoods are worn.
 - d. Masks are properly fitted and sealed.
 - e. Gloves are worn.
8. Correct any deficiencies immediately.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. FMFM 11-9 (FM 3-4), NBC Protection

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.16.3 LEAD MOPP GEAR EXCHANGE

CONDITION(S): Provided MOPP 4 conditions, Marines in contaminated MOPP gear, replacement MOPP gear, an uncontaminated area, unit decon team with decon supplies and equipment.

STANDARD: In accordance with reference, lead a MOPP gear exchange to remove nearly all liquid or solid contamination from the Marines and their individual equipment.

PERFORMANCE STEPS:

1. Establish liaison with decon team leader.
2. Ensure that the selected MOPP exchange area is uncontaminated.
3. Ensure adequate materials and sets of MOPP gear are on hand.
4. Direct Marines to decon individual gear downwind of the MOPP gear exchange area.
5. Ensure replacement MOPP gear is issued to each Marine.
6. Ensure Marines are paired into buddy teams.
7. Space the buddy teams around a circle, 1 to 3 meters apart.
8. Brief Marines on MOPP gear exchange, demonstrate procedures.
9. Lead Marines in MOPP gear exchange.

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ENCLOSURE (6)

10. Stop procedures anytime you suspect contamination has spread to skin or undergarments. Decon Marine immediately with decontamination kit and then proceed with gear exchange.
11. If applicable, direct unit decon team to check for residual chemical/biological contamination with M256A1 chemical agent detector kit or the chemical agent monitor (CAM).
12. If applicable, direct unit decon team to check the residual radiological contamination with radiacmeter. Ensure that contamination is below the negligible risk level of 0.33 cGy per hour.
13. Continue with mission.

REFERENCE(S):

1. FMFM 11-10 (FM 3-5), NBC Decontamination
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS:

1. The M258A1 Decon Kit is currently being replaced by the M291 Decon Kit.
2. Reference (2) contains the procedures the individual Marine follows to exchange MOPP gear.
3. Training. For training purposes do not cut the overboot laces.

TASK: SGTX.16.4 CONDUCT REFRESHER TRAINING ON BASIC SKILLS DECONTAMINATION OF WEAPONS AND EQUIPMENT

CONDITION(S): Provided training site, training support equipment (M258A1/M291 decontamination kit and M11 portable decontamination apparatus (PDA)) and the references.

STANDARD: As per the references, instruct Marines so that they will be able to decontaminate themselves, personal equipment and weapons, crew-served weapons, and vehicles so that they can continue the mission after becoming chemically contaminated.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct training to include:
 - a. Purpose of basic skills decon.
 - b. Perform basic skills decon using:
 - (1) M258A1/M291 decontamination kit.
 - (2) M11 PDA
 - c. Decontaminate:
 - (1) Skin (M258A1/M291).
 - (2) Personal weapons (M258A1/M291).
 - (3) Crew-served weapons (M258A1/M291 and M11).
 - (4) Vehicles and equipment (M11).
4. Ensure the Marines understand what was presented to them through evaluation/practical application.

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ENCLOSURE (6)

5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. TM 3-4230-204-12&P, Operator's Manual for M11 PDA
3. TM 3-4230-216-10, Operator's Manual for Decontamination Kit, Skin, M258A1
4. FMFM 11-10, (FM 3-5), NBC Decontamination
5. FMFM 0-1, Unit Training Management Guide
6. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS:

1. The M258A1 Decon Kit is currently being replaced by the M291 Decon Kit.

TASK: SGTX.16.5 CONTROL THE SPREAD OF CONTAMINATION

CONDITION(S): Provided a situation of the unit being NBC contaminated.

STANDARD: As per the references, take actions to control the spread of contamination.

PERFORMANCE STEPS:

1. Ensure Marines perform basic skills decon as soon as possible.
2. Request hasty decon (MOPP gear exchange, vehicle washdown, etc.) as soon as mission permits.
3. Limit personnel and equipment entering contaminated area.
4. Mark and report all contaminated areas.
5. Ensure medical personnel take protective measures while evacuating NBC contaminated casualties.
6. Mark contaminated equipment.
 - a. All engines have air filters which can trap NBC contaminants.
 - b. Dispose of contaminated equipment items as contaminated waste.
7. Decon as far forward as possible.
8. Decon at edge of contaminated area when moving to a clean area.
9. Leave contaminated material to be decontaminated by weathering, if mission permits.
10. If material is mission essential, decon gear on the spot or move gear as short of distance as possible in order to decon.
11. If personnel or gear needs to be transported.
 - a. Use as few vehicles as possible.
 - b. Ensure vehicle operators wear MOPP gear.
 - c. Use only one route.
 - d. Cover equipment to keep contamination from blowing off.

12. Dispose of contaminated material.
 - a. Bury.
 - b. Burn.
 - (1) May produce vapor hazard.
 - (2) Coordinate with higher headquarters and downwind units.
 - c. Mark sites.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. FMFM 11-8 (FM 3-3), NBC Contamination Avoidance
3. FMFM 11-9 (FM 3-4), NBC Protection
4. FMFM 11-2 (FM 3-100), NBC Operations

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SGTX.16.6 MINIMIZE ADVERSE EFFECTS OF WEARING MOPP GEAR FOR PROLONGED PERIODS

CONDITION(S): Provided the requirement to wear MOPP gear for prolonged wearing of MOPP gear.

STANDARD: As per the references, take actions to minimize the adverse effects of the prolonged wearing of MOPP gear.

PERFORMANCE STEPS:

1. Consider the adverse effects of prolonged wearing of MOPP gear.
 - a. Heat stress causes rapid decrease in individual effectiveness.
 - b. Dehydration can be rapid. In MOPP 4 one can lose up to one quart of fluid per hour.
 - c. Wearing the mask narrows the field of vision.
 - d. Wearing the hood impairs hearing.
 - e. Talking through the voicemitter makes speech difficult.
 - f. Wearing MOPP gear can cause adverse psychological reactions.
 - (1) Claustrophobia.
 - (2) Disorientation.
 - (3) Distorted body sensations.
 - (4) Confusion.
2. Take actions to minimize adverse effects.
 - a. Take action before operating in an NBC environment.
 - (1) Ensure Marines are highly physically conditioned. This will:
 - (a) Increase their endurance.

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ENCLOSURE (6)

- (b) Decrease the stresses of MOPP gear.
- (2) Conduct extensive concurrent training in MOPP gear.
This will:
 - (a) Install confidence.
 - (b) Increase length of time MOPP gear can be worn.
 - (c) Decrease the psychological stresses of wearing MOPP gear.
- (3) Types of training:
 - (a) Unit mission-related training.
 - (b) Firing weapons.
 - (c) Battle drills.
 - (d) Communicating.
 - (e) Maintenance.
 - (f) Personal hygiene.
 - (g) Eating and drinking.
 - (h) Sleeping.
- b. Take actions in an NBC environment.
 - (1) Plan for tasks to take longer to be accomplished.
 - (2) Take more frequent and longer breaks.
 - (3) Ensure Marines increase water intake to avoid dehydration and heat injuries.
 - (4) Speak more slowly.
 - (5) Hold microphone close to voicemitter when using radios.
 - (6) Repeat orders to ensure they are understood.
 - (7) Wear MOPP gear directly over underwear in hot weather.
 - (8) In MOPP 1 through 3, jacket or hood can be opened for ventilation.
 - (9) Move Marines to a contamination free area for short periods of unmasking and eating.

REFERENCE(S):

- 1. FMFM 11-8 (FM 3-3), NBC Contamination Avoidance
- 2. FMFM 11-9 (FM 3-4), NBC Protection

ADMINISTRATIVE INSTRUCTIONS: (NONE)

Appendix B to
ENCLOSURE (6)

DUTY AREA 17 - FIRST AID AND FIELD SANITATION (ICBT)

TASK: SGTX.17.1 PERFORM CPR

CONDITION(S): Provided circumstances requiring CPR.

STANDARD: Meet American Heart Association CPR certification standards for one-rescuer CPR.

PERFORMANCE STEPS:

1. Check for unresponsiveness.
2. Call for help.
3. Position the victim.
4. Open the airway.
5. Check for breathlessness.
6. Give two full breaths.
7. Check for pulse.
8. Locate compression position.
9. Give fifteen compressions.
10. Give two full breaths.
11. Recheck pulse.
12. Give two full breaths.
13. Continue compression/breathing cycles.

REFERENCE(S):

1. USMC Battle Drill Guide
2. The Heart Saver Manual (AHA 70-1002), American Heart Association
3. Heart Attack: Signals and Actions for Survival (AHA 70-039-A), American Heart Association
4. Instructor's Manual for Basic Life Support (AHA 70-1003), American Heart Association

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.17.2 CONDUCT REFRESHER FIRST AID AND FIELD
SANITATION TRAINING

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: Per the references, instruct refresher training in first aid and field sanitation.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Conduct refresher training to include the following:

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ENCLOSURE (6)

- a. Evaluate a casualty.
 - b. Apply the lifesaving steps.
 - c. Apply a pressure dressing.
 - d. Apply a tourniquet.
 - e. Perform CPR.
 - f. Treat a casualty for shock.
 - g. Treat burn (thermal, electrical, chemical, and laser) casualties.
 - h. Treat an abdominal wound.
 - i. Treat a sucking chest wound.
 - j. Treat a head injury.
 - k. Prevent heat casualties.
 - l. Treat heat casualties.
 - m. Prevent cold injuries.
 - n. Treat cold injuries.
 - o. Prevent foot injuries.
 - p. Treat foot injuries.
 - q. Splint fractures.
 - r. Treat insect, human, animal, and snakebites.
 - s. Identify poisonous snakes and insects, if possible.
 - t. Perform the Heimlich Maneuver.
 - u. Perform proper personal hygiene.
 - v. Maintain mental hygiene.
 - w. Dispose of human waste.
 - x. Construct a cat hole and straddle trench.
 - y. Transport casualties using manual carries.
 - z. Transport casualties using improvised stretchers.
4. Ensure the Marines understood what was taught through evaluation.
 5. Record and report training completed.

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How To Conduct Training
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
4. FM 21-11, First Aid for Soldiers

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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ENCLOSURE (6)

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DUTY AREA 18 - LAND NAVIGATION (ICBT)

TASK: SGTX.18.1 NAVIGATE DURING THE DAY USING INTERMEDIATE TECHNIQUES

CONDITION(S): Provided the requirement to navigate over unfamiliar terrain, daytime, map, compass, available navigational aids (position location and reporting system (PLRS), global positioning system (GPS)) and appropriate gear.

STANDARD: Navigate during the day to accomplish assigned mission using intermediate techniques, available equipment, and navigational aids.

PERFORMANCE STEPS:

1. Orient the map.
2. Determine own location.
3. Determine destination.
4. Determine route.
5. Maintain bearing on route.
 - a. Compass.
 - b. GPS.
 - c. PLRS.
6. Navigate to destination.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

1. For formal school purposes the Marine must successfully complete the day land navigation course at the NCO Course.

TASK: SGTX.18.2 NAVIGATE DURING THE NIGHT USING INTERMEDIATE TECHNIQUES

CONDITION(S): Provided the requirement to navigate over unfamiliar terrain, night time, map, compass, available navigational aids (position location and reporting system (PLRS), global positioning system (GPS)) and appropriate gear.

STANDARD: Navigate at night to accomplish assigned mission using intermediate techniques, available equipment, and navigational aids.

PERFORMANCE STEPS:

1. Orient the map.
2. Determine own location.
3. Determine destination.
4. Determine route.
5. Maintain bearing on route.
 - a. Compass.

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- b. GPS.
 - c. PLRS.
 - d. Celestial.
6. Navigate to destination.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

1. For formal school purposes the Marine must successfully complete the night land navigation course at the NCO Course.

DUTY AREA 19 - COMMUNICATIONS (ICBT)

TASK: SGTX.19.1 CONDUCT REFRESHER TRAINING ON HOW TO OPERATE THE AN/PRC-68/KYV-2 RADIO SET

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct Marines so that they are able to operate the AN/PRC-68 radio.

PERFORMANCE STEPS:

- 1. Gather and study reference materials.
- 2. Prepare and rehearse for the class.
- 3. Present the class.
 - a. Install batteries.
 - b. Connect antenna.
 - c. Connect handset.
 - d. Apply power.
 - e. Conduct operational check.
 - f. Establish loud and clear communication on the net.
 - g. Troubleshoot problems.
 - h. Restore the circuit.
 - i. Perform operator level preventive maintenance.
- 4. Ensure the Marines understand what was presented to them through evaluation.
- 5. Record and report training completed.

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training

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3. TM 06827B-10/1

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SGTX.19.2 CONDUCT REFRESHER TRAINING ON HOW TO OPERATE
THE AN/PRC-77 RADIO SET

CONDITION(S): Provided a training site, training support
equipment (radios, batteries, cleaning equipment, etc.), and
the references.

STANDARD: As per the references, instruct Marines so that they
are able to operate the AN/PRC-77 radio.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Ensure the radio is switched off.
 - b. Install the battery.
 - c. Attach the required antenna.
 - d. Attach the handset.
 - e. Switch on.
 - f. Turn the band switch to the required band.
 - g. Turn the MHz and KHz tuning control knobs until the
desired frequency appears in the channel dial window.
 - h. Turn the volume control to 4.
 - i. Push the press-to-talk switch and speak into the
handset, release to listen.
 - j. Adjust the volume control for desired level.
 - k. To reduce the rushing noise turn the function control
to squelch.
 - l. Take immediate action for failure.
4. Ensure the Marines understand what was presented to them
through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. TM 11-5820-667-12, Operator's and Organizational
Maintenance Manual: Radio Set, AN/PRC-77 (Including
Receiver-Transmitter, Radio RT-841/PRC-77)
2. FMFM 0-1, Unit Training Management Guide
3. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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ENCLOSURE (6)

TASK: SGTX.19.3 CONDUCT REFRESHER TRAINING ON HOW TO OPERATE
FIELD TELEPHONES

CONDITION(S): Provided a training site, training support
equipment (telephones, batteries, cleaning equipment, etc.),
and the references.

STANDARD: As per the references, instruct Marines so that they
are able to operate the field telephones.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Install the batteries.
 - b. Position the telephone set for operation.
 - c. Connect the telephone to the line.
 - (1) Strip one inch of insulation from the wires.
 - (2) Secure the wire.
 - (3) Insert wire into binding posts.
 - d. Adjust buzzer.
 - e. Initiate a call for a TA-1/PT.
 - (1) Press the generator lever four to five times.
 - (2) Ensure that the press to talk switch is not pressed in when ringing.
 - (3) Press the press to talk switch to talk and release to listen.
 - f. Initiate a call for a TA-312/PT.
 - (1) Ensure EXT-IN switch is in the INT position.
 - (2) Ensure the handset is firmly seated.
 - (3) Turn hand crank rapidly a few turns.
 - (4) Remove handset and wait for the called party to answer.
 - (5) Press the press-to-talk switch to talk and release to listen.
 - g. Return the handset when terminating the call. If the call was through a switchboard, turn the handcrank to signal the switchboard operator.
 - h. Perform operator level preventive maintenance.
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. USMC Battle Drill Guide
2. TM 11-5805-201-12
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

Appendix B to
ENCLOSURE (6)

TASK: SGTX.19.4 SUPERVISE OPERATOR LEVEL MAINTENANCE OF
PORTABLE COMMUNICATION EQUIPMENT

CONDITION(S): Provided radios with equipment bags and the
requirement to supervise operator level maintenance.

STANDARD: Ensure the radios are properly maintained as per
the references.

PERFORMANCE STEPS:

1. Determine required operator maintenance.
 - a. Review applicable operator manuals and technical manuals (TM's).
 - b. Receive guidance from supervisors.
2. Ensure an SL-3 inventory is conducted.
3. Ensure all items are serviceable.
4. Ensure team members properly:
 - a. Disassemble the radios.
 - b. Clean the radios.
 - c. Utilize only authorized cleaning gear and methods.
 - d. Dry the radios.
 - e. Reassemble the radios.
 - f. Perform function check.
5. Inspect to ensure all maintenance discrepancies have been identified and reported for corrective action.

REFERENCE(S):

1. Applicable radio TM's
2. MCO P4790.2, MIMMS Field Procedures Manual

ADMINISTRATIVE INSTRUCTIONS:

1. These are representative steps.
-

TASK: SGTX.19.5 APPLY THE ELEMENTS OF COMMUNICATION

CONDITION(S): Provided appropriate communications electronic
equipment and Marines to operate equipment.

STANDARD: As per the references, apply every safeguard
consistent with operational requirements.

PERFORMANCE STEPS:

1. Ensure physical security.
2. Ensure cryptographic security.
3. Ensure transmission security.
4. Ensure emission security.

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ENCLOSURE (6)

REFERENCE(S):

1. FMFM 3-30, Communications

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 20 - PHYSICAL FITNESS (ICBT)

TASK: SGTX.20.1 LEAD UNIT PHYSICAL FITNESS TRAINING

CONDITION(S): Provided the requirement to lead physical fitness training and guidance from unit leader.

STANDARD: Conduct in accordance with the references and unit leader guidance.

PERFORMANCE STEPS:

1. Review references.
2. Receive guidance.
3. Lead training.
4. Ensure local safety considerations are followed.

REFERENCE(S):

1. MCO 6100.3J, Physical Fitness

ADMINISTRATIVE INSTRUCTIONS: (NONE)

V

TASK: SGTX.21.1 LEAD CLOSE COMBAT TRAINING

CONDITION(S): Provided an attacker, an opponent, the references, a requirement to conduct training, and the necessary weapons.

STANDARD: Conduct close combat training in accordance with the references.

PERFORMANCE STEPS:

1. Describe the vulnerable points of the body.
 - a. Eyes.
 - b. Nose.
 - c. Throat.
 - d. Groin.
 - e. Temple.
 - f. Solar plex.
 - g. Kidneys.
 - h. Knees.

2. Conduct bayonet training.
 - a. The thrust.
 - b. The butt stroke.
 - c. The slash.
 - d. The smash.
 - e. Parry left/right.
 - f. Block high/low/side.
3. Conduct hand-to-hand close combat training.
 - a. Wristlock.
 - b. Reverse wristlock.
 - c. Front choke.
 - d. Rear choke.
 - e. Rear headlock.
 - f. Overhead attack.
 - g. Straight thrust.
 - h. Outside slash.
 - i. Inside slash.
 - j. Uppercut.
 - k. Lead hand punch.
 - l. Rear hand punch.
 - m. Front kick.
4. Conduct hand-to-hand close combat techniques with a knife.
 - a. Overhead attack.
 - b. Straight thrust.
 - c. Outside thrust.
 - d. Inside slash.
5. Conduct close combat training with weapons of opportunity.
 - a. E tool
 - b. Helmet.
 - c. Tent stake.
 - d. Sand and dirt.
 - e. Canteen full of water.
 - f. Cartridge belt.
 - g. Rocks.
 - h. Sharpened stick.
6. Ensure the Marines understand what was presented to them through evaluation/practical application.

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ENCLOSURE (6)

7. Record and report training completed.

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

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MOS SSGT, THE MARINE STAFF SERGEANT

DUTY AREA 1 - MILITARY JUSTICE AND THE LAW OF WAR (IGMS)

TASK: SSGT.1.1 CONDUCT REFRESHER TRAINING IN MILITARY JUSTICE

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct refresher training in military justice.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Explain the purpose of the Uniform Code of Military Justice (UCMJ).
 - b. Explain the punitive articles of the UCMJ.
 - c. Explain the forms of punishment which may be imposed for violation(s) of the UCMJ.
 - d. Explain the differences among the three types of court-martials.
 - e. Explain the rights of the accused before judicial and nonjudicial proceedings.
 - f. Explain the purpose and procedures for request mast.
 - g. Explain the purpose of nonjudicial punishment.
 - h. Explain the different types of discharges.
4. Ensure the Marines understood what was taught through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. Manual for Courts-Martial
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
3. Marine Corps Manual
4. JAG Manual
5. MCO 1700.23C, Request Mast
6. FMFM 0-1, Unit Training Management Guide
7. FMFM 0-1A, How To Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.1.2 CONDUCT A LAWFUL SEARCH

CONDITION(S): Provided the requirement for a lawful search as determined by competent authority.

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STANDARD: Conduct search within the guidelines of the competent authority and seize evidence and contraband pursuant to the search.

PERFORMANCE STEPS:

1. Receive directions from competent authority.
 - a. Location of place to be searched.
 - b. Identify evidence being searched for.
 - c. Location of evidence in place being searched.
2. Proceed to search location.
3. Conduct search directed by competent authority.
4. Seize evidence.
5. Mark, tag, and preserve evidence.
6. Prepare and submit report.

REFERENCE(S):

1. Manual for Courts-Martial

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.1.3 ADMINISTER UCMJ ARTICLE 31 ADVISEMENT

CONDITION(S): Provided a UCMJ Article 31 warnings card, NAVJAG Form 5810/10 (Suspects Rights/Acknowledgement Statement), and a service member suspected of violating the UCMJ.

STANDARD: As per the references, administer the Article 31 advisement without error.

PERFORMANCE STEPS:

1. Apprehend suspect.
2. Identify self to suspect.
3. Advise suspect of his rights under Article 31 of the UCMJ by reading them.
4. Ascertain whether the suspect understands his rights and will be able to freely, knowingly and intelligently waive them.
5. Ask the suspect:
 - a. Do you want a lawyer?
 - b. Do you understand that if you should decide to answer questions, you may stop answering questions at any time?
 - c. Do you want to answer questions and make a statement?
6. Instruct suspect to read and sign NAVJAG Form 5810/10.

REFERENCE(S):

1. FM 19-10, MP Administration and Operations
2. FM 19-20, Military Police Investigations
3. Manual for Courts-Martial

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ENCLOSURE (6)

4. MCO P5580.2, Law Enforcement Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.1.4 DOCUMENT A SUSPECTED OFFENSE OF THE UCMJ

CONDITION(S): Provided with knowledge of a suspected offense and an incident/complaint report form.

STANDARD: Per the references, document a suspected offense of the UCMJ.

PERFORMANCE STEPS:

1. Ensure all data items are available.
2. If hand written, write legibly.
3. If multiple copies, ensure that all copies are readable.
4. Complete all applicable spaces.
5. Submit form per local procedures.

REFERENCE(S):

1. MCO P5580.2, Law Enforcement Manual
2. Manual for Courts-Martial
3. JAGINST 5800.7C, Judge Advocate General's Manual
4. MCO P5800.8A, Marine Corps Manual for Legal Administration

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 2 - MARINE CORPS ORGANIZATION, HISTORY, CUSTOMS, AND COURTESIES (IGMS)

TASK: SSGT.2.1 CONDUCT REFRESHER TRAINING IN MARINE CORPS HISTORY

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: Per the references, instruct Marine Corps history.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. State the birthdate and birthplace of the Marine Corps.
 - b. Explain the significance of the elements of the Marine Corps emblem.
 - c. Explain the meaning of the Marine Corps motto "Semper Fidelis".
 - d. Explain the historical meaning of common Marine Corps terms, sayings, and quotations.
 - e. Describe some significant events in the history of the Marine Corps.

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ENCLOSURE (6)

- f. Cite "legendary" Marine Corps personnel and their significant contributions to the Marine Corps.
4. Ensure the Marines understood what was taught through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. Semper Fidelis, The History of the United States Marine Corps, Millet
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How To Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.2.2 CONDUCT REFRESHER TRAINING ON MARINE CORPS ORGANIZATION

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: Instruct Marines so that they are familiar with the Marine Corps' basic organization and structure.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. State the mission and readiness function of the Marine Corps.
 - b. State and give the geographic location for each active:
 - (1) Division.
 - (2) Aircraft Wing.
 - (3) Force Service Support Group.
 - c. State the meaning of the letters in MAGTF.
 - d. State the three different types of MAGTF's.
 - e. State the four elements of a MAGTF.
4. Ensure the Marines understood what was taught through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. NAVMC 2766, List of Marine Corps Activities
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How To Conduct Training

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ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)

TASK: SSGT.3.1 DRILL COMPANY-SIZE UNITS IN SELECTED MOVEMENTS

CONDITION(S): Provided a company-size unit of Marines and without the aid of references.

STANDARD: As per the references, drill a company-size unit of Marines without error in selected movements.

PERFORMANCE STEPS:

1. Form a company on line.
2. March a company either in line or column.
3. Dismiss a company.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.3.2 DRILL PLATOON-SIZE UNITS

CONDITION(S): Provided a platoon-size unit of Marines without the aid of references.

STANDARD: As per the references, drill a platoon-size unit of Marines without error.

PERFORMANCE STEPS:

1. Form a platoon on line.
2. Align a platoon in line.
3. March a platoon either in line or column.
4. Align a platoon in column.
5. Dismiss a platoon.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.3.3 CONDUCT REFRESHER TRAINING IN PLATOON DRILL

CONDITION(S): Provided a training site, training support equipment, and the references.

STANDARD: Per the references, instruct the drill movements identified below.

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ENCLOSURE (6)

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Execute the following stationary unit drill movements from preparatory command/command of execution through completion of movement:
 - (1) Form the platoon.
 - (2) Execute halted movements.
 - (3) Change direction.
 - (4) March in the oblique.
 - (5) March to the flank.
 - (6) March to the rear.
 - (7) Fall out/dismiss the platoon.
4. Ensure the Marines understand what was presented to them through evaluation/practical application.
5. Record and report training completed.

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training
3. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.3.4 PARTICIPATE IN A PARADE STAFF

CONDITION(S): Provided a battalion size unit parade.

STANDARD: As per the references, participate in parade staff.

PERFORMANCE STEPS:

1. Receive guidance on assigned duties.
2. Review requirements of that assignment.
3. Perform duties as member of parade staff.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT
(IGMS)

TASK: SSGT.4.1 CONDUCT REFRESHER TRAINING IN UNIFORM
REGULATIONS

CONDITION(S): Provided a training site, training support
equipment (slide projector, blackboard, etc.), and the
references.

STANDARD: Per the references, in refresher training in the
uniform and clothing regulations.

PERFORMANCE STEPS:

1. Gather and study reference material.
 - a. Male Marines.
 - b. Woman Marines.
2. Prepare and rehearse.
3. Present the instruction.
 - a. State the current Marine Corps Order regarding uniform regulations.
 - b. Explain the procedures for marking clothing and equipment
 - c. Identify the items required in a Marine's minimum issue.
 - d. Demonstrate the procedures for standing a clothing and equipment inspection.
 - e. Identify items that may be worn as proper civilian attire.
 - f. State the articles not authorized for wear as part of the uniform.
 - g. State the articles that may be worn while in uniform.
 - h. State uniform regulations for fitting.
 - i. State the authorized uniforms for enlisted personnel.
 - j. State the regulations for wearing ribbons, badges, and other devices.
 - k. Demonstrate the placement of the USMC decal, and name and service tapes on the camouflage utility uniform.
 - l. Demonstrate the placement of insignia of grade on each required uniform.
 - m. State proper methods for care and cleaning of Marine Corps uniforms.
4. Ensure the Marines understood what was taught through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. MCO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. MCO P1020.34E, Marine Corps Uniform Regulations
3. MCO P1020.28E, Individual Clothing Regulations
4. TM 10-10120-15/1, Uniform Fitting and Alterations
5. FMFM 0-1, Unit Training Management Guide
6. FMFM 0-1A, How To Conduct Training

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ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.4.1 CONDUCT REFRESHER TRAINING IN MAINTAINING A
PROFESSIONAL PERSONAL APPEARANCE

CONDITION(S): Provided a training site, training support
equipment (slide projector, blackboard, etc.), and the
references.

STANDARD: As per the references, instruct refresher training
on the required Marine Corps grooming standards.

PERFORMANCE STEPS:

1. Gather and study reference material.
 - a. Male Marines.
 - b. Woman Marines.
2. Prepare and rehearse.
3. Present the class.
 - a. Explain the personal appearance standards.
 - b. Explain the grooming standards as established by regulations.
 - c. Explain the proper use and wearing of jewelry, sunglasses, cosmetics, etc.
 - d. Explain the required weight standards
4. Ensure the Marines understood what was taught through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. MCO P1020.34E, Marine Corps Uniform Regulations
2. MCO 6100.10A, Weight Control and Military Appearance
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How To Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)

TASK: SSGT.5.1 INSTRUCT GENERAL LEADERSHIP

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct general leadership.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Demonstrate military leadership and professionalism.
 - b. Explain the primary and secondary objectives of Marine Corps leadership.
 - c. Explain the leadership principles.
 - d. Explain the leadership traits.
 - e. Explain purpose and use of the chain of command.
 - f. Assign leadership billets.
 - g. Define responsibilities of leadership billets.
 - h. Explain procedures for resolving personal problems through request mast.
 - i. Identify sources for obtaining assistance for personal and family problems to include:
 - (1) Family service center.
 - (2) Welfare from the civilian sector.
 - (3) American Red Cross.
 - (4) Navy and Marine Corps Relief Society.
 - (5) Credit unions.
 - (6) Chaplain.
 - (7) Legal office.
 - (8) The career planning office.
 - (9) Civilian Health and Medical Program for the Uniformed Services (CHAMPUS) health benefits adviser.
4. Ensure the Marines understood what was taught through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. NAVMC 2767, User's Guide to Marine Corps Leadership Training
2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
3. MCO 5390.2D, Leadership Training and Education
4. FM 22-100, Military Leadership

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ENCLOSURE (6)

5. MCO 1700.23C, Request Mast
6. FMFM 0-1, Unit Training Management Guide
7. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.5.2 INSTRUCT MARINES IN COUNSELING

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct Marines how to counsel in the performance of their duties.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Explain indicators of potential failures.
 - b. Explain indicators of stress associated with training.
 - c. Explain counseling methods:
 - (1) On-the-spot.
 - (2) Informal.
 - (3) Formal.
 - d. Explain how different counseling approaches are more effective for different situations:
 - (1) Directive.
 - (2) Nondirective.
 - (3) Combined.
 - e. Explain how to define the problem.
 - f. Describe how to conduct counseling:
 - (1) Enable the Marine to reveal feelings.
 - (2) Demonstrate honesty, tactfulness, patience, sincerity, understanding, interest, concern, empathy, and respect.
 - (3) Avoid arguing, passing judgement, passing bad information, or making the counseled Marine's decision for him or her.
 - g. Explain how to refer Marines to various agencies when necessary.
 - h. Explain how to recommend ways for Marines to improve their performance.
 - i. Explain how to schedule follow-up action or a counseling date.
 - j. If applicable, explain how to prepare evaluations.
 - k. If applicable, explain how to maintain performance record.
4. Ensure the Marines understood what was taught through evaluation.

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ENCLOSURE (6)

5. Record and report training completed.

REFERENCE(S):

1. NAVMC 2767, User's Guide to Marine Corps Leadership Training
2. NAVMC 2875, Counseling Training Program Instructor's Manual
3. NAVMC 2877, Counseling Training Program Instructor's Manual
4. NAVMC 2795, User's Guide to Counseling
5. FM 22-100, Military Leadership
6. FM 22-101, Leadership Counseling
7. MCO P1610.7C, Performance Evaluation System
8. MCO 1610.12, U.S. Marine Corps Counseling Program
9. FMFM 0-1, Unit Training Management Guide
10. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.5.3 CONDUCT REFRESHER TRAINING ON EDUCATIONAL BENEFITS

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct Marines so that they understand the educational benefits available to them.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Explain the Montgomery GI Bill.
 - b. Explain high school/GED opportunities.
 - c. Explain tuition assistance.
 - d. Explain how to receive the college credit for military training.
 - e. Explain the Basic Skills Education Program (BSEP).
 - f. Explain the Broadened Opportunity for Officer Selecting (BOOST) program.
 - g. Explain the Marine Corps Enlisted Commissioning Program (ECP).
 - h. Explain the Staff Noncommissioned Officers Degree Completion Program.
 - i. Explain the U.S. Naval Academy program.
 - j. Explain the NROTC program.
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

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ENCLOSURE (6)

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook.

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.5.4 CONDUCT LEADERSHIP TRAINING FOR MARINES

CONDITION(S): Provided the references and commander's guidance.

STANDARD: As per the references, provide leadership training for Marines.

PERFORMANCE STEPS:

1. Review the references.
2. Receive commander's guidance.
3. Conduct leadership training in the following topics:
 - a. Combat Leadership and the related topics:
 - (1) Stress.
 - (2) Fatigue.
 - (3) Death.
 - (4) Camaraderie.
 - (5) Fear.
 - b. Marine Corps' philosophy of leadership.
 - c. Profession of arms.
 - d. Foundations of leadership.
 - e. Instilling and developing values.
 - f. Ethical leadership.
 - g. Leadership roles.
 - h. Leader styles.
 - i. Senior and subordinate relationships.
 - j. Developing leaders.
 - k. Communicating and counseling.
 - l. Equal opportunity.
 - m. Fraternization.
 - n. Prevention of sexual harassment.
 - o. The Marine family.
 - p. Substance abuse.
 - q. Discussion leading techniques.

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ENCLOSURE (6)

- r. Other leadership training topics:
 - (1) Current events.
 - (2) Citizenship.
 - (3) Marine Corps history.
 - (4) U.S. history.
 - (5) The Code of Conduct.
 - (6) The law of war.
 - s. Unit oriented leadership topics.
4. Review training to ensure the objectives were accomplished.

REFERENCE(S):

- 1. MCO 5390.2D, Leadership Training and Education
- 2. NAVMC 2767, User's Guide to Marine Corps Leadership Training

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
-

TASK: SSGT.5.5 ADVISE MARINES ON INDIVIDUAL PERSONNEL ADMINISTRATION

CONDITION(S): Provided circumstances requiring advise on personnel administration.

STANDARD: As per the references, advise either formally or informally on individual or small unit personnel administration.

PERFORMANCE STEPS:

- 1. Define the problem.
 - a. Gather information.
 - b. Review documentation.
- 2. Review the appropriate references, if required.
- 3. Advise Marine on course(s) of action to resolve problem.

REFERENCE(S):

- 1. Current personnel administration orders
- 2. Appropriate Staff NCO Academy student handouts

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
-

TASK: SSGT.5.6 PERSONAL FINANCIAL MANAGEMENT (TBD)

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS:

1. Task to be determined at a later date.

DUTY AREA 6 - SUBSTANCE ABUSE (IGMS)

TASK: SSGT.6.1 CONDUCT REFRESHER TRAINING ON THE MARINE CORPS
SUBSTANCE ABUSE PROGRAM

CONDITION(S): Provided a training site, training support equipment (slide Projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct Marines so that they understand the fundamentals of the Marine Corps substance abuse program.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Explain the Marine Corps policy on the use of illegal drugs
 - b. Explain the program created to combat the use of illegal drug
 - c. Explain the Marine Corps policy on alcohol abuse.
 - d. Describe indicators of alcohol abuse.
 - e. Identify the medical hazards of tobacco use
4. Ensure the Marines understood what was taught through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
2. MCO P5300.12, The Marine Corps Substance Abuse Program
3. NAVMC 2662(A), Instructor's Guide to Alcoholism
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)

TASK: SSGT.7.1 DETERMINE INDIVIDUAL PROFICIENCIES OF THE UNIT

CONDITION(S): Provided the references and access to the unit's Marines.

STANDARD: Determine the level of individual proficiency in the unit relative to the established individual training standards.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Determine the required training standards.
3. Conduct personal observation of individual training/performance.
4. Employ, if applicable, the Marine Training and Readiness Information Management System (MTRIMS) to identify individual strengths and weaknesses for applicable ITS's.
5. Employ MATMEP and ATRIMS to identify individual deficiencies by grade and MOS for air crews, air traffic controllers, and aviation maintenance personnel.
6. Solicit input.
 - a. Subordinate leaders.
 - b. Junior officers.
7. Review all written records and reports relating to individual proficiency.
8. Seek outside input for insight on individual proficiency.
9. Analyze all input.
10. Identify trends.
11. Determine unit's level of individual proficiency relative to the training standards.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and MOS's
4. MCO 4790.12, Individual Training Standards System (Maintenance Training and Evaluation Program), (Short Title: ITSS (MATMEP))
5. MCO P3500.14C, Aviation Training and Readiness Manual Volume 1 (T&R Manual, Volume 1 (INTERIM))
6. FMFM 0-1, Unit Training Management Guide
7. FMFM 0-1A, How to Conduct Training
8. MCO 3501.1B, Marine Corps Combat Readiness Evaluation System

ADMINISTRATIVE INSTRUCTIONS:

1. Determining individual proficiencies identifies what Marines can perform to standard. What individuals cannot perform to standard (deficiencies/weaknesses), comprises the input of individual training plans.

Appendix C to
ENCLOSURE (6)

TASK: SSGT.7.2 PREPARE INDIVIDUAL TRAINING INPUT FOR THE
UNIT'S TRAINING SCHEDULE

CONDITION(S): Provided the requirement to provide input to the
unit's training schedule.

STANDARD: Provide input to accomplish the individual training
requirements of the unit.

PERFORMANCE STEPS:

1. Receive the commander's guidance.
2. Determine individual proficiencies/deficiencies.
3. Determine the training environment.
4. Finalize plans for training.
5. Sequence training priorities (MOS, mission-essential,
warfighting skills, troop information, etc.)
6. Coordinate training events and activities.
7. Issue guidance to all personnel involved in training
activities.
8. Prepare input.
 - a. Specify training needing specific resources or
locations.
 - b. Specify training required by higher headquarters.
 - (1) Specify tasks to be trained.
 - (2) Specify when training starts and where it takes
place.
 - (3) Allocate the correct amount of time for scheduled
training and additional training required to
correct anticipated deficiencies and evaluations.
 - (4) Provide concurrent training topics (hip pocket
classes) that will effectively use available
training time.
 - (5) Specify who conducts the training and who
evaluates the training.
 - (6) Provide administrative information such as
uniform, weapons, equipment, references, and
safety precautions.
 - c. Consider training which does not have to be
scheduled.
9. Submit individual training input per local SOP.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education
System
2. MCO 1553.3, Marine Corps Unit Training Management
3. MCO 3501.1B, Marine Corps Combat Readiness Evaluation
System
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.7.3 EXECUTE THE UNIT'S TRAINING SCHEDULE

CONDITION(S): Provided the unit's training schedule.

STANDARD: Ensure the individual training is conducted to meet training objectives/training standards.

PERFORMANCE STEPS:

1. Prepare trainers, evaluators, and support personnel.
 - a. Provide training guidance, resources, and references.
 - b. Provide preparation time.
 - c. Schedule rehearsals.
 - d. Conduct rehearsals.
 - e. Provide evaluation guidance.
 - f. Provide background/scenario information.
 - g. Provide resources needed to conduct the evaluation.
 - h. Provide evaluator preparation time.
 - i. Determine evaluator proficiency.
 - j. Conduct after action reviews.
2. Ensure individuals are prepared to be trained.
 - a. Ensure individuals who need to be trained are identified.
 - b. Identify preliminary actions prior to scheduled training.
3. Prepare resources for training.
4. Ensure training is documented per local SOP.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. MCO 3501.1B, Marine Corps Combat Readiness Evaluation System
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SSGT.7.4 UTILIZE COMPANY-LEVEL MANUAL WAR GAMES

CONDITION(S): Provided a TACWAR manual war game in support of tactical decision making training.

Appendix C to
ENCLOSURE (6)

STANDARD: As per the reference, utilize company level war games.

PERFORMANCE STEPS:

1. Determine the scenario.
2. Set up board to reflect scenario.
3. Utilize movement.
4. Utilize direct fire.
5. Utilize supporting arms.
6. Evaluate tactics utilized.

REFERENCE(S):

1. TACWAR Rulebook
2. FMFM 0-1, Unit Training Management Guide
3. FMFM 0-1A, How to Conduct Training
4. Local training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)

TASK: SSGT.8.1 CONDUCT REFRESHER TRAINING ON THE CHARACTERISTICS THAT ENABLE MARINES TO OVERCOME FEAR

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct the subject refresher training.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Explain morale.
 - b. Explain discipline.
 - c. Explain esprit de corps.
 - d. Explain proficiency.
 - e. Explain motivation.
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

Appendix C to
ENCLOSURE (6)

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training
3. NAVMC 2767, User's Guide to Marine Corps Leadership Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.8.2 CONDUCT REFRESHER TRAINING ON THE ELEMENTS
FOUND IN THE COMBAT ENVIRONMENT

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct the subject refresher training.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Explain violent, unnerving sights and sounds.
 - b. Explain casualties.
 - c. Explain confusion and lack of information.
 - d. Explain feelings of isolation.
 - e. Explain communications breakdowns.
 - f. Explain individual discomfort and fatigue.
 - g. Explain fear, stress and mental fatigue.
 - h. Explain homesickness.
4. Ensure the Marines understand what was presented to them through evaluation/discussion.
5. Record and report training completed.

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training
3. NAVMC 2767, User's Guide to Marine Corps Leadership Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.8.3 CONDUCT REFRESHER TRAINING ON THE STRESSES A
MARINE CAN EXPECT IN COMBAT

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the references, instruct the subject refresher training.

Appendix C to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class to include the five stresses a Marine can expect in combat.
 - a. Explain the sources of extreme risk and fear.
 - b. Explain the concept of the fog of war.
 - c. Explain the sources of discomfort and fatigue.
 - d. Explain casualties.
 - e. Explain boredom.
4. Ensure the Marines understand what was presented to them through evaluation/discussion.
5. Record and report training completed.

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training
3. NAVMC 2767, User's Guide to Marine Corps Leadership Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)

TASK: SSGT.9.1 PERFORM DUTIES OF COMMANDER OF THE GUARD

CONDITION(S): The Marine is assigned as Commander of the Guard.

STANDARD: The Marine will perform the duties of Commander of the Guard in accordance with the reference.

PERFORMANCE STEPS:

1. Maintain liaison with Officer of the Day.
2. Supervise guard mount.
3. Post/relieve NCO's of the Guard.
4. Maintain a logbook.
5. Inspect posts.
6. Enforce general and specific orders.
7. Enforce regulations.

REFERENCE(S):

1. NAVMC 2691A, Interior Guard Manual
2. FM 22-6, Guard Duty

Appendix C to
ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 10 - CODE OF CONDUCT (IGMS)

TASK: SSGT.10.1 CONDUCT REFRESHER TRAINING ON THE TREATMENT OF POW'S

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: Instruct Marines so that they understand the rights and obligations of POW's.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare, rehearse, and conduct the class.
3. Explain the rights of a POW:
 - a. Receive sanitary, protective housing and clothing.
 - b. Receive enough food to stay in good health.
 - c. Receive adequate medical care.
 - d. Receive necessary facilities for proper hygiene.
 - e. Practice religious faith.
 - f. Keep personal property except weapons, military equipment, and military documents.
 - g. Send and receive mail.
 - h. Receive packages containing food, clothing, educational, religious, or recreational materials.
 - i. Select a fellow POW to represent you.
 - j. Receive humane treatment by your captors.
 - k. Have a copy of the Geneva Convention on Premises of War and its annexes, including any special agreements, posted where you can read them. They must be written in English. If they are posted where you cannot read them, you are entitled to a copy upon request.
 - l. Have a copy of all camp regulations, notices, orders, and publications about your conduct as a prisoner of war posted where you can read them. They must be written in English. If posted where you cannot read them, you are entitled to a copy upon request.
4. Explain the obligations of a POW:
 - a. Tell captors your name, rank, service number, and date of birth.
 - b. Obey all lawful rules established by your captors.
 - c. If required by captors, perform labor for pay that is nonmilitary and nonhumiliating, dangerous, or unhealthy.
 - d. Continue military discipline and courtesy in the POW camp. You are required to render appropriate honors to your captors who are officers.
5. Ensure the Marines understand what was presented to them through evaluation/discussion.
6. Record and report training completed.

Appendix C to
ENCLOSURE (6)

REFERENCE(S):

1. FMFM 0-1, Unit Training Management Guide
2. FMFM 0-1A, How to Conduct Training
3. MCO 3300.2, Law of War Training in the Marine Corps
4. NAVMC 2681, Code of the U.S. Fighting Man
5. NAVMC 2628, POW, Your Rights and Obligations Under the Geneva Convention
6. FM 27-10, The Law of Land Warfare

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.10.2 CONDUCT REFRESHER TRAINING ON THE CODE OF CONDUCT

CONDITION(S): Provided a training site, training support equipment (slide projector, blackboard, etc.), and the references.

STANDARD: As per the reference, instruct the objectives identified in NAVMC 2681, Code of the U.S. Fighting Man.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the class.
3. Present the class.
 - a. Describe article I
 - b. Describe article II
 - c. Describe article III
 - d. Describe article IV
 - e. Describe article V
 - f. Describe article VI
4. Ensure the Marines understand what was presented to them through evaluation.
5. Record and report training completed.

REFERENCE(S):

1. NAVMC 2681, Code of the U.S. Fighting Man
2. MCO 3300.2, Law of War Training in the Marine Corps
3. NAVMC 2628, POW, Your Rights and Obligations Under the Geneva Convention
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. FM 27-10, The Law of Land Warfare

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)

TASK: SSGT.11.1 ENGAGE TARGETS WITH THE M9 SERVICE PISTOL

CONDITION(S): Provided a tactical scenario in any combat environment, and M9 service pistol with two magazines, and all individual combat equipment (782 gear).

STANDARD: The Marine must effectively engage targets with the M9 service pistol as per the references.

PERFORMANCE STEPS:

1. Handle the weapon according to basic weapons handling procedures.
2. Ensure that the service pistol is properly assembled and functioning properly for firing.
3. Load the magazines.
4. Qualify with the service pistol on the PPC.
5. Engage targets effectively with the service pistol using field firing techniques in the offense.
6. Engage targets effectively with the service pistol using field techniques for the defense.
7. Perform immediate action to clear a stoppage in the service pistol.
 - a. Clear a stoppage when the slide is fully forward.
 - b. Clear a stoppage when the slide is not fully forward.
 - c. Clear a stoppage when the pistol fails to eject the casing of the last round fired.
8. Perform a function check.
9. Unload the service pistol.
10. Ensure a complete safe weapon.

REFERENCE(S):

1. Weapons Drill Guide
2. FMFM 0-8, Basic Marksmanship
3. FMFM 0-9, Field Firing Techniques
4. TM 1005A-10/1, Pistol, Automatic, 9mm; XM-9

ADMINISTRATIVE INSTRUCTIONS:

1. Throughout the task, ensure the weapon is handled in a safe manner.

TASK: SSGT.11.2 MAINTAIN THE M9 SERVICE PISTOL

CONDITION(S): Provided an M9 service pistol, magazine, and a small arms maintenance equipment case.

STANDARD: The Marine must maintain the M9 service pistol as per the references.

PERFORMANCE STEPS:

1. Handle the weapon according to basic weapons handling procedures.
2. Ensure the proper cleaning gear is present.

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ENCLOSURE (6)

3. Field strip the weapon (general disassembly).
4. Inspect and clean as appropriate.
5. Lubricate all appropriate parts.
6. Reassemble the weapon.
7. Perform preventive maintenance check.
8. Perform a function check.
9. Report discrepancies per unit SOP.

REFERENCE(S):

1. TM 1005A-10/1, Pistol, Automatic, 9mm; XM-9

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.11.3 ENFORCE LIVE FIRE SAFETY REGULATIONS

CONDITION(S): Provided a live fire range, range facilities and equipment, Marines to assist, weapons, ammunition, and references.

STANDARD: Enforce safety regulations in accordance with the references to ensure no injury or damage to property occurs as a result of training.

PERFORMANCE STEPS:

1. Verify serviceability of weapons and ammunition.
2. Ensure range flags and boundary signs are posted, as required.
3. Ensure road guards are stationed, as required.
4. Ensure corpsman and safety vehicle are in place.
5. Review emergency evacuation procedures.
 - a. Ground medevac.
 - b. Air medevac.
6. Ensure positive communications are maintained.
 - a. Primary.
 - b. Alternate.
7. Ensure shooters remain behind designate line while awaiting their turns, as applicable.
8. Ensure ammunition is loaded only at designated points, as applicable.
9. Ensure ear protection is properly used.
10. Train personnel on severe weather procedures:
 - a. High winds.
 - b. Lightning.
 - c. Reduced visibility.
11. Enforce range discipline.

Appendix C to
ENCLOSURE (6)

REFERENCE(S):

1. Local range regulations
2. FMFM 1-3, Basic Marksmanship
3. MCO P3570.1A, Safety Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat
4. MCO 3574.2G, Marksmanship Training With Individual Small Arms
5. MCO 3591.2J, Small Arms Marksmanship Competition

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SSGT.11.4 REPORT AMMUNITION MALFUNCTION

CONDITION(S): Provided live fire training, local range regulations, and an ammunition malfunction.

STANDARD: Report malfunctions as per the references.

PERFORMANCE STEPS:

1. Where ammunition performances presents an inherent danger to user such as short rounds and defective fuzes:
 - a. Cease firing the lot of ammunition suspected of being defective.
 - b. Gather facts in the ammunition malfunction to include:
 - (1) Time of malfunction.
 - (2) Weather conditions.
 - (3) DODIC.
 - (4) Lot number.
 - (5) Condition of ammunition at receipt.
 - (6) Conditions of how ammunition was packed.
 - (7) Identify type of weapon through which ammunition was shot.
 - (8) Name witnesses to malfunctioning ammunition.
 - c. Fill in NAVMC card 10155.
 - d. Return unused portion of ammunition with NAVMC card 10155 to ordnance officer.
2. Where ammunition is not performing to specifications, but does not present a danger to users:
 - a. Identify lot and DODIC number of ammunition.
 - b. Identify percentage of ammunition that fires erratically or that misfires.
 - c. Complete required information on NAVMC card 10155.
 - d. Process per local SOP.
3. Ensure reporting complies with the time requirements contained in the references.

Appendix C to
ENCLOSURE (6)

REFERENCE(S):

1. Local range regulations
2. MCO 8025.1B, Class V (W) Malfunction and Deficiency Reporting
3. NAVMC 10155, Ammunition Malfunction Reporting Card

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)

TASK: SSGT.12.1 EMPLOY MACHINEGUNS

CONDITION(S): Provided an operations order, a tactical map overlay, and the requirement to tactically employ machineguns.

STANDARD: Employ machineguns which will support the mission.

PERFORMANCE STEPS:

1. Analyze mission.
 - a. Review operations order.
 - b. Review commander's intent.
 - c. Review map overlay.
2. Analyze enemy situation and location.
3. Analyze terrain.
4. Analyze time available.
5. Analyze troops and equipment available.
6. Consider the characteristics of the machineguns - M60, M2, and MK-19.
 - a. Capabilities.
 - b. Range to target.
 - c. Penetrating power of the round.
 - d. Type of ammunition.
7. Consider techniques of fire:
 - a. Firing positions.
 - (1) Vehicle mounted.
 - (2) Ground mounted.
 - b. Methods of displacement.
8. Consider employment of machineguns in the defense:
 - a. Effect against light armor.
 - b. Effect against personnel.
 - c. Effect against aircraft.

Appendix C to
ENCLOSURE (6)

- d. Effect of firing through vegetation.
 - e. Provide grazing fires through employment on the flanks.
 - f. Assign interlocking FPL's across unit's front.
 - g. Assignment of a PDF:
 - (1) Cover an avenue of approach.
 - (2) Cover obstacles.
 - (3) Establish a choke point.
 - h. Direct primary, alternate, and supplementary position.
 - i. Targets.
 - j. Employ machineguns with the reserve in order to achieve defensive depth.
 - (1) Assign PDF's and sectors of fire which best support the frontline.
 - (2) If the situation permits, assign the machineguns to support the frontline by covering wide gaps between adjacent frontline units or with overhead fires.
9. Consider employment of machineguns in the offense:
- a. Effect against light armor.
 - b. Effect against personnel.
 - c. Effect against aircraft.
 - d. Effect of firing through vegetation.
 - e. Indirect fire.
 - f. Method of employment.
 - g. Technique of fire.
 - h. Weapon position during movement.
 - i. Targets.
 - j. Placement of weapons in general or direct support based on tactical situation.
10. Direct the employment of machineguns.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FMFRP 6-15, Machineguns and Machinegun Gunnery

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)

TASK: SSGT.12.2 SELECT M60 MACHINEGUN FIRING POSITIONS

CONDITION(S): Provided an M60 machinegun squad, sector of fire, FPF/PDF, and the general location of the firing positions.

STANDARD: Position the machineguns so that they cover the assigned sector of fire. Assign a primary position, as many alternate positions as the situation permits, and assign supplementary positions to cover outside the assigned sector of fire.

PERFORMANCE STEPS:

1. Conduct a reconnaissance of the assigned area by approaching the general location of the firing position from the rear or flank.
2. Avoid noticeable terrain features.
3. Ensure positions cover the sector of fire. Inform the unit commander of any dead spaces in the sector.
4. Use as much cover and concealment as possible. Have Marines improve the positions, if necessary.
5. Identify primary positions.
6. Identify suitable alternate positions which cover the same sector of fire as the primary positions.
7. Identify supplementary positions from which other avenues of approach can be covered.
8. Assign the exact firing position for each team, ensuring there is at least 35 meters between each gun.
9. Starting with the base gun, ensure the guns are laid on the final protective line or principle direction of fire.
10. Ensure fields of fire are cleared.
11. Ensure the firing positions are properly prepared and occupied.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 23-67, Machinegun, 7.62mm, M60

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SSGT.12.3 SELECT HMG FIRING POSITIONS

CONDITION(S): Provided heavy machineguns, sector of fire, FPF/PDF, and the general location of the firing positions.

STANDARD: Position the machineguns so that they cover the assign sector of fire. Assign a primary position, as many alternate positions as the situation permits, and assign supplementary positions to cover outside the assigned sector of fire.

PERFORMANCE STEPS:

1. Conduct a reconnaissance of the assigned area by approaching the general location of the firing position from the rear or flank.
2. Look for dismounted firing positions.
3. Look for mounted firing positions, if machineguns are mounted.
4. Avoid noticeable terrain features.

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ENCLOSURE (6)

5. Ensure positions cover the sector of fire. Inform the unit commander of any dead spaces in the sector.
6. Use as much cover and concealment as possible. Have Marines improve the positions, if necessary.
7. Identify primary positions.
8. Identify suitable alternate positions which cover the same sector of fire as the primary positions.
9. Identify supplementary positions from which other avenues of approach can be covered.
10. Ensure there is at least 35 meters between each machinegun, whenever possible.
11. Move vehicles into position, if mounted.
 - a. Determine the exact location of the firing positions for each heavy machinegun.
 - b. Select a concealed route and call the vehicles forward.
 - c. Guide them into position.
 - d. If possible have all vehicles use the same route to the positions.
 - e. If possible follow existing paths, roads, fences, or natural lines in the terrain.
 - f. Post security.
12. Ensure the guns are properly laid.
13. Ensure the firing positions are properly prepared and occupied.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFRP 6-15, Machineguns and Machinegun Gunnery
3. FM 23-27, MK19 40-mm Grenade Machine Gun, MOD 3
4. FM 23-65, Browning Machinegun, Caliber .50 HB, M2
5. FM 71-1, Tank and Mechanized Infantry Company Team

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
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TASK: SSGT.12.4 ASSIGN A MACHINEGUN FPL/PDF

CONDITION(S): Provided a machinegun squad in the defense.

STANDARD: Within a sector of fire assign either a final protective line (FPL) or a principal direction of fire (PDF) which will support the mission.

PERFORMANCE STEPS:

1. Assign priority of machinegun fires to the most critical avenues of approach.
2. Assign an FPL.
 - a. Ensure the FPL fire achieves the maximum flanking fire possible.
 - b. Ensure the FPL fire obtains the maximum grazing fire possible. If possible, grazing fire should parallel the expected long axis of the enemy assault waves.

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ENCLOSURE (6)

- c. Cover any gaps in the FPL and provide mutual support between adjacent units by ensuring the fires are interlocking.
 - d. If possible, employ obstacles to slow down the enemy when reaching the FPL.
3. Assign a PDF.
- a. Assign only when the terrain does not permit planning effective FPL.
 - b. Ensure PDF covers the dangerous avenues of approach.
 - c. PDF may fall within the sector of fire or comprise one of its boundaries.
4. When terrain and situation permit, employ in pairs.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FMFM 6-4, Marine Rifle Company/Platoon
- 3. FMFRP 6-15, Machineguns and Machinegun Gunnery

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
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DUTY AREA 13 - PATROLLING (ICBT)

TASK: SSGT.13.1 CONDUCT A PLATOON-SIZED SECURITY PATROL

CONDITION(S): Provided commander's guidance and the requirement to conduct a security patrol for either static or moving units.

STANDARD: In accordance with the references and the commander's guidance, conduct a security patrol to detect infiltration by the enemy and to protect against surprise and ambush.

PERFORMANCE STEPS:

- 1. Begin planning.
 - a. Receive, study, and review order and commander's guidance.
 - b. Determine requirements and debriefing information.
 - c. Assemble patrol members.
 - d. Issue a patrol warning order.
 - (1) Use a modified five paragraph order.
 - (2) State the mission.
 - (3) List members of the patrol.
 - (4) Establish patrol organization.
 - (5) Assign tasks.
 - (6) Identify required equipment.
 - (7) Set time schedule.

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- (8) Ensure Marines understand the patrol warning order.
- e. Direct patrol to assemble required equipment.
- 2. Arrange for reconnaissance and coordination.
 - a. Coordinate for the patrol's passage of lines, supporting fires, and logistical support.
 - b. Coordinate with other patrols as required.
 - c. Coordinate with unit commander for operating with adjacent units.
 - d. Arrange for personal reconnaissance, as appropriate.
- 3. Make reconnaissance.
 - a. Reconnaissance may be physical or map reconnaissance.
 - b. Select routes.
 - c. Ensure the patrol has obtained required equipment.
 - d. Determine fire support, command and signal, communication details and tactical situation.
- 4. Complete the plan.
 - a. Prepare a patrol order.
 - b. Make final coordination.
 - c. Fill in details.
 - d. Construct a terrain model or sketch.
- 5. Issue the order.
 - a. Ensure all members are present.
 - b. Orient patrol to terrain.
 - c. Issue the entire order before asking for questions.
 - d. Conclude with question and answer session.
- 6. Supervise.
 - a. Final preparations.
 - (1) Conduct operational checks on all equipment.
 - (2) Rehearse all actions to be taken.
 - (3) Issue any final instructions.
 - (4) Report to unit commander when security patrol is prepared for its mission.
 - b. Conduct the patrol.
 - (1) Exit friendly lines.
 - (2) Proceed on patrol route.
 - (3) Detect any enemy activity.
 - (a) Conduct surveillance.
 - (b) Avoid contact when possible.
 - (4) Report as required.
 - (5) Return to unit.

- (6) Enter friendly lines.
- (7) Debrief designated personnel regarding the security patrol.

REFERENCE(S):

- 1. FMFM 6-7, Scouting and Patrolling for Infantry Units
- 2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
- 3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
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TASK: SSGT.13.2 CONDUCT A PLATOON-SIZED AMBUSH PATROL

CONDITION(S): Provided commander's guidance and the requirement to conduct an ambush patrol.

STANDARD: In accordance with the references and the commander's guidance, conduct an ambush.

PERFORMANCE STEPS:

- 1. Begin planning.
 - a. Receive, study, and review order and commander's guidance.
 - b. Determine requirements.
 - (1) Fire support.
 - (2) Logistics.
 - c. Assemble patrol members.
 - d. Issue a patrol warning order.
 - (1) Use a modified five paragraph order.
 - (2) State the mission.
 - (3) List members of the patrol.
 - (4) Establish patrol organization.
 - (5) Assign tasks.
 - (6) Identify required equipment.
 - (7) Set time schedule.
 - (8) Ensure Marines understand the patrol warning order.
 - e. Direct patrol to assemble required equipment.
- 2. Arrange for reconnaissance and coordination.
 - a. Coordinate for the patrol's passage of lines, supporting fires, and logistical support.
 - b. Coordinate with other patrols as required.
 - c. Coordinate with unit commander for operating with adjacent units.
 - d. Arrange for personal reconnaissance, as appropriate.

3. Make reconnaissance.
 - a. Reconnoiter the site. Reconnaissance may be physical or map reconnaissance.
 - b. Select routes.
 - c. Ensure the patrol has obtained required equipment.
 - d. Determine fire support, command and signal, communication details and tactical situation.
4. Complete the plan.
 - a. Prepare a patrol order.
 - b. Make final coordination.
 - c. Fill in details.
 - d. Construct a terrain model or sketch.
5. Issue the order.
 - a. Ensure all members are present.
 - b. Orient patrol to terrain.
 - c. Issue the entire order before asking for questions.
 - d. Conclude with question and answer session.
6. Supervise.
 - a. Final preparations.
 - (1) Conduct inspection.
 - (2) Conduct operational checks on all equipment.
 - (3) Rehearse all actions to be taken.
 - (4) Issue any final instructions.
 - (5) Report to unit commander when ambush patrol is prepared for its mission.
 - b. Conduct the patrol.
 - (1) Exit friendly lines.
 - (2) Proceed to ambush site.
 - (3) Prepare ambush site.
 - (4) Conduct the ambush.
 - (a) Control signals.
 - (b) Surprise the enemy.
 - (c) Control indirect fires.
 - (d) Control small arms fires.
 - (5) Withdraw from ambush site.
 - (6) Return to unit.
 - (7) Enter friendly lines.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad
2. FMFM 6-7, Scouting and Patrolling for Infantry Units
3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
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TASK: SSGT.13.3 CONDUCT REFRESHER TRAINING IN SECURITY PATROLLING

CONDITION(S): Provided training site, training support equipment, a Marine unit, and the requirement to conduct training.

STANDARD: As per the references and the commander's guidance, instruct security patrolling techniques and procedures.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare, rehearse, and conduct the training.
3. State the planning steps of security patrolling.
 - a. Explain how to receive, study, and review patrol order and commander's guidance.
 - b. Explain how to determine requirements and debriefing information.
 - c. Explain how to assemble patrol members.
 - d. Explain how to issue a patrol warning order.
 - e. Explain what equipment is needed.
4. State the steps in arranging for a reconnaissance and coordination.
 - a. Explain how to coordinate the patrol's passage of lines, supporting fires, and logistical support.
 - b. Explain how to coordinate with other patrols as required.
 - c. Explain how to coordinate with the unit commander for operating with adjacent units.
 - d. Explain how to arrange for personal reconnaissance.
5. State the steps in making a reconnaissance.
 - a. Explain how to make a physical reconnaissance.
 - b. Explain how to make a map reconnaissance.
 - c. Explain how to select routes.
 - d. Explain how to ensure the patrol has obtained the required equipment.
 - e. Explain how to determine fire support, command and signal, communication details and tactical situations.
6. State the steps in completing the plan.
 - a. Explain how to prepare a patrol order.

- b. Explain how to make final coordination.
 - c. Explain how to fill in details of the plan.
 - d. Explain how to construct a terrain model or sketch.
7. State the steps on issuing the patrol order.
- a. Explain how to ensure all members are present.
 - b. Explain how to orient patrol to terrain.
 - c. Explain how to issue the order before asking questions.
 - d. Explain how to conclude with question and answer session.
8. State the steps in supervising.
- a. Explain how to make final preparations.
 - b. Explain how to conduct the patrol.
9. Ensure the Marines understand what was presented to them through evaluation/practical application.
10. Record and report training completed.

REFERENCE(S):

- 1. FMFM 6-7, Scouting and Patrolling for Infantry units
- 2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
- 3. FMFM 0-1, Unit Training Management Guide
- 4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS:

- 1. This staff sergeant task is associated with the sergeant task of "Conduct an Squad-Size Security Patrol."

TASK: SSGT.13.4 CONDUCT REFRESHER TRAINING IN AMBUSH PATROLLING

CONDITION(S): Provided training site, training support equipment, the references, a Marine unit, and the requirement to conduct training.

STANDARD: As per the references and the commander's guidance, instruct ambush patrolling techniques and procedures.

PERFORMANCE STEPS:

- 1. Gather and study reference materials.
- 2. Prepare, rehearse, and conduct the training.
- 3. State the planning steps of ambush patrolling.
 - a. Explain how to receive, study, and review patrol order and commander's guidance.
 - b. Explain how to determine requirements.
 - c. Explain how to assemble patrol members.
 - d. Explain how to issue a patrol warning order.

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ENCLOSURE (6)

- e. Explain how to assemble the required equipment.
- 4. State the steps in arranging for a reconnaissance and coordination.
 - a. Explain how to coordinate the patrol's passage of lines, supporting fires, and logistical support.
 - b. Explain how to coordinate with other patrols as required.
 - c. Explain how to coordinate with the unit commander for operating with adjacent units.
 - d. Explain how to arrange for personal reconnaissance.
- 5. State the steps in making a reconnaissance.
 - a. Explain how to make a physical reconnaissance.
 - b. Explain how to make a map reconnaissance.
 - c. Explain how to select routes.
 - d. Explain how to ensure the patrol has obtained the required equipment.
 - e. Explain how to determine fire support, command and signal, communication details and tactical situations.
- 6. State the steps in completing the plan.
 - a. Explain how to prepare a patrol order.
 - b. Explain how to make final coordination.
 - c. Explain how to fill in details of the plan.
 - d. Explain how to construct a terrain model or sketch.
- 7. State the steps on issuing the ambush order.
 - a. Explain how to ensure all members are present.
 - b. Explain how to orient patrol to terrain.
 - c. Explain how to issue the entire order before asking questions.
 - d. Explain how to conclude with question and answer session.
- 8. State the steps in supervising.
 - a. Explain how to make final preparations.
 - b. Explain how to conduct the ambush patrol.
- 9. Ensure the Marines understand what was presented to them through evaluation/practical application.
- 10. Record and report training completed.

REFERENCE(S):

- 1. FMFM 6-5, Marine Rifle Squad
- 2. FMFM 6-7, Scouting and Patrolling for Infantry Units
- 3. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
- 4. FMFM 0-1, Unit Training Management Guide
- 5. FMFM 0-1A, How to Conduct Training

Appendix C to
ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS:

1. This staff sergeant task is associated with the sergeant task of "Conduct an Squad-Size Ambush Patrol."

TASK: SSGT.13.5 CONDUCT REFRESHER TRAINING IN PATROLLING IMMEDIATE ACTION DRILLS

CONDITION(S): Provided training site, training support equipment, the references, a Marine unit, and the tactical requirement to conduct training.

STANDARD: As per the references, instruct immediate action drills.

PERFORMANCE STEPS:

1. Gather and study reference materials.
2. Prepare and rehearse for the training.
3. Conduct the training to include:
 - a. Demonstrate how to conduct immediate action drills.
 - b. Demonstrate how to conduct immediate belt drill.
 - c. Demonstrate how to conduct air observation and/or attack drills.
 - d. Demonstrate how to conduct meeting engagement drills.
 - e. Demonstrate how to conduct counterambush drills.
4. Ensure the Marines understand what was presented to them through evaluation/practical application.
5. Record and report training completed.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad
2. FMFM 6-7, Scouting and Patrolling for Infantry Units
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

TASK: SSGT.13.6 SUPERVISE PATROL PREPARATIONS

CONDITION(S): Provided a patrol order, a patrol warning order, and a patrol with equipment.

STANDARD: The Marine will supervise patrol preparations, inspections and rehearsals to ensure overall preparedness of the patrol.

PERFORMANCE STEPS:

1. Review the inspection of the patrol members and equipment.
2. Question patrol members to ensure each Marine understands the mission and other pertinent details.

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ENCLOSURE (6)

3. Ensure discrepancies have been corrected.
4. Recommend final adjustments to the plan and organization based on lessons learned from the rehearsal.

REFERENCE(S):

1. FMFM 6-5, Marine Rifle Squad
2. FMFM 6-7, Scouting and Patrolling for Infantry Units

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
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DUTY AREA 14 - TACTICAL MEASURES (ICBT)

TASK: SSGT.14.1 TRAIN A PLATOON-SIZE UNIT IN BASIC TACTICAL MEASURES

CONDITION(S): Provided a platoon-size unit and the requirement to operate with basic tactical proficiency.

STANDARD: Train the unit so that it can perform the squad and platoon-size battle drills associated with the defense, limited offense, and security and ambush patrolling.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Review drills in Battle Drill Guide.
3. Select appropriate battle drills based on:
 - a. Commander's guidance.
 - b. Level of proficiency of squad-size unit.
4. Develop the training based on the fundamentals of the Battle Drill Guide System.
5. Utilize the "talk through, walk through, run through" technique per the Battle Drill Guide.
 - a. Train individual skills needed to support the battle drills.
 - b. Train squad battle drills needed to support the platoon battle drills.
 - c. Conduct the platoon battle drills.
6. Evaluate proficiency
7. Take corrective actions as needed.

REFERENCE(S):

1. USMC Battle Drill Guide

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.14.2 ISSUE AN OPERATIONS ORDER FOR AN
OFFENSIVE MISSION

CONDITION(S): (Conditions are determined by mission requirements.) Provided a higher-level operations order for an offensive mission, and map.

STANDARD: Prepare an issue an operations order based on the higher-level operations order.

PERFORMANCE STEPS:

1. Use the BAMCIS formula when preparing the operations order.
2. Once the order is completed gather all the unit leaders involved in the offensive mission and issue the attack order.
3. Orient the Marines using a terrain model, sketch, and/or map.
 - a. Point out which direction is north.
 - b. Give the grid coordinates of the present location.
 - c. Point out and give the grid coordinates of key terrain features and objective area.
 - d. Point out and give the grid coordinates (when applicable) of the assembly area, line of departure (LD), axis of advance, phase lines, check points, link up points, attack position, assault position, and limit of advance.
 - e. Point out any fire support coordination measures.
 - f. Give the weather conditions and their expected effects on the mission.
4. Give the situation concerning the enemy and friendly forces.
 - a. When giving the enemy situation use the SALUTE and DRAW-D formulas.
 - b. Give the mission of the next higher friendly unit.
 - c. Give the unit, location, and mission of adjacent friendly units.
 - d. Give the unit, location, and type of support of the friendly fire support available.
 - e. Give the location of any friendly sentinel posts, listening posts, or patrols.
 - f. Give the effective time and place of any attachments or detachments.
5. Give the mission statement as a clear and concise statement of the task that must be accomplished. This statement will be taken from paragraph 3 of the higher operation order.
6. Assign tasks to subordinates that support the scheme of maneuver in the execution paragraph.
 - a. Give the concept of operations as the scheme of maneuver (form of maneuver, distribution of forces, formation, consolidation), and the fire support plan.
 - b. Assign the exact duties to each the subordinates.
 - c. Give the coordinating instructions to include time of attack, fire support coordination measures, LD, assault position, order of movement from the LD to objective area, phase lines, check points, the base unit, actions upon contact, hand and arm signals or visual communication signals to be used before contact, NBC conditions, use of smoke, route to displacement, method of displacement, and any other pertinent information that will effect the attack.
7. Give administrative and logistical instructions.
 - a. Ammunition requirements to include rounds per man.
 - b. Requirements for special ordnance such as pyrotechnics, smoke, grenades, or mines.
 - c. Give when resupply will occur.
 - d. Give the method of handling of KIA's, WIA's, or POW's.
 - e. Give the location of the corpsman and the aid station.

- f. Give the location of the NBC decontamination site.
- 8. Give command and signal instructions.
 - a. Give the brevity code, call signs, and the primary and alternate frequencies.
 - b. Give the challenge and password.
 - c. Instruct that visual communications will be used within the platoon when not in contact.
 - d. Give the location of all key personnel.
- 9. Ensure all Marines have the same time.
- 10. Ensure all understand their missions.
- 11. Ensure the unit leaders check the map on which the order was prepared before returning to their units.
- 12. Supervise all preparatory activities and phases of execution.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FMFM 6-4, Marine Rifle Company/Platoon
- 3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.14.3 PREPARE A FIRE SUPPORT PLAN FOR PLATOON-SIZE OFFENSIVE OPERATION

CONDITION(S): (Conditions are determined by mission requirements.) Provided scheme of maneuver, terrain conditions, status and locations of the enemy, recommendations from fire support unit leaders and forward observers, and commander's guidance.

STANDARD: Develop a platoon fire support plan involving the use of organic, attached, and supporting weapons that will neutralize known and suspected enemy positions as the platoon-size unit maneuvers to close with the enemy.

PERFORMANCE STEPS:

- 1. Plan the employment of prearranged fires.
- 2. Request additional prearranged fires to augment the fires of higher echelons if it is determined that existing prearranged fires are insufficient.
 - a. Make request to company commander by radio or messenger.
 - b. If requests are approved the assigned target number will be used in the subsequent request for delivery of prearrange fires.
- 3. Plan the fires of all attached weapons, as well as those in direct support.
 - a. Assign missions and general firing positions.
 - b. Base decisions on scheme of maneuver, enemy dispositions, fields of fire, and observation.
 - c. Plan fires on all known enemy positions.
 - d. Plan fires on all suspected enemy positions.
 - e. Plan fires on prominent or key terrain features.
- 4. If machineguns are organic or attached.

- a. If fields of fire cover the objective and the avenues of approach to the objective, position weapons near the line of departure.
 - b. If fields of fire and observation are extremely limited, position weapons with the maneuver element as assault weapons.
5. If SMAW gunners are organic or attached, assign to the base of fire, or to move with the maneuver element until firing positions are uncovered from which suitable targets may be engaged.
 6. If mortars are available for support.
 - a. Position the mortars in proximity of the line of departure when the mortars can deliver continuous and effective supporting fires without excessive displacement.
 - b. When suitable firing positions are not available near the line of departure and/or when nonorganic fires are sufficient to ensure initial fire superiority for the maneuver elements, position the mortars with the maneuvering elements.
 7. Routes of displacement to positions should permit rapid movement, cover and concealment, and early occupation of positions covering dangerous avenues of approach.
 8. Plan for control of fires using either prearranged visual signals or via the company communications system.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-4, Marine Rifle Company/Platoon
3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.14.4 CONTROL UNIT MOVEMENT

CONDITION(S): (Conditions are determined by mission requirements.) Provided a platoon-size unit and the requirement to tactically move.

STANDARD: Maintain the control and discipline of the unit during the movement, ensuring the proper dispersion and formation is used at all times.

PERFORMANCE STEPS:

1. Issue a warning order to subordinates that will include who is to move, method of movement, time the movement is to start, destination, and purpose of the movement.
2. Issue a march order that will designate the route, destination, schedule, rate of march, formation, and other control measures.
3. If the platoon-size unit is moving independently of a company, and depending on the enemy situation, designate either a route column, tactical column, or approach march.
4. Select the position in the unit formation that will allow the best observation and control of subordinate squad-size units.
5. Ensure all security elements are in place.
6. Maintain contact with the unit leader and react immediately to all orders and instructions.
7. Maintain contact with subordinate unit leaders and ensure they react to all commands.
8. Ensure subordinate units maintain the proper intervals appropriate to the terrain and visibility.
9. Designate en route rally points.

Appendix C to
ENCLOSURE (6)

10. Direct all actions upon contact with the enemy.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-4, Marine Rifle Company/Platoon
3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.14.5 CONTROL OFFENSIVE FIRES

CONDITION(S): (Conditions are determined by mission requirements.) Provided a platoon-size unit and an assault on an enemy position.

STANDARD: Direct the engagement of all targets and maintain the fire discipline of the unit until enemy opposition is overcome.

PERFORMANCE STEPS:

1. Select the position in the attack formation that will allow the best observation and control of the subordinate units/squad-size units.
2. Continually revise the estimate of the situation as the attack progresses and employ fire and maneuver as appropriate.
3. Coordinate the fire and maneuver of the leading elements when enemy resistance is encountered.
4. When more than one subordinate unit/squad-size unit is required to overcome the resistance, initiate further fire and maneuver by issuing fragmentary orders.
 - a. Direct the overwatch element to suppress the enemy fire.
 - b. Move the assaulting elements as close as possible to the supporting fires. Once supporting fire is shifted, direct Marines to deliver intense small arms fires until the enemy position is cleared.
5. Report as per local SOP.
6. Consolidate on the objective once enemy resistance has been overcome
 - a. Reestablish the chain of command.
 - b. Evacuate casualties.
 - c. Redistribute/resupply ammunition and weapons.
 - d. Ensure all prisoners of war, enemy material, and information are collected and reported, and evacuated.
 - e. Provide a situation report per local SOP.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-4, Marine Rifle Company/Platoon
3. FMFM 6-5, Marine Rifle Squad

Appendix C to
ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
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TASK: SSGT.14.6 CONDUCT AN ANTIARMOR AMBUSH

CONDITION(S): (Conditions are determined by mission requirements.) Provided a platoon-size unit, commander's guidance, and the requirement to conduct an antiarmor ambush.

STANDARD: Employ Marines and assigned weapon systems to destroy armored vehicles and enemy personnel that appear in the kill zone and withdraw with minimum confusion.

PERFORMANCE STEPS:

1. Upon receiving the mission order develop a operation order using the BAMCIS formula.
2. Estimate situation using METT-T and KOCOA formulas.
3. Organize the antiarmor ambush into three elements.
 - a. Armor-killer element.
 - b. Support element.
 - c. Security element.
4. Assign personnel to the elements.
5. Brief each element on its duties.
6. Conduct rehearsals.
 - a. Rehearse actions en route to ambush site (chance enemy engagement).
 - b. Rehearse actions at the ambush site.
 - c. Rehearse actions when approaching and departing ambush site.
7. Move to and occupy the ambush site.
 - a. Post security.
 - b. Reconnoiter the exact location of the ambush.
 - c. Employ antiarmor weapons according to the maximum effective range.
 - d. Coordinate the fires of the antiarmor weapons.
 - e. Select positions where the enemy's vehicles are the most vulnerable and Marines is the most protected.
8. Ensure antiarmor weapons are supported by an effective all-round antipersonnel defense.
9. Improve ambush site.
 - a. Improve individual position.
 - b. Emplace mines and construct fake firing positions.
 - c. Emplace smoke pots.
 - d. Register indirect fire of the kill zone.
 - e. Use obstacles, if possible, to channelize and delay the enemy's vehicles.
10. When enemy vehicles enter the kill zone:

Appendix C to
ENCLOSURE (6)

- a. Initiate the ambush using prearranged signals.
 - b. If possible, engage all targets at the same time.
 - c. If all targets cannot be engaged, engage in the order of the most dangerous.
 - d. Engage targets when they are most restricted in their ability to support each other.
 - e. Attack the vehicle's dead space.
 - f. Force the vehicles to "button-up".
11. Direct the withdrawal from ambush site.
 12. Rally force at designated rally point.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-4, Marine Rifle Company/Platoon
3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: SSGT.14.7 ISSUE AN OPERATIONS ORDER FOR A DEFENSIVE MISSION

CONDITION(S): (Conditions are determined by mission requirements.) Provided a higher-level operations order for a defensive mission, and map.

STANDARD: Prepare and issue an operations order based on the higher-level operations order.

PERFORMANCE STEPS:

1. Use the BAMCIS formula when preparing the operations order.
2. Once the order is completed gather all the unit leaders involved in the defensive mission and issue the order.
3. Orient the Marines using a terrain model, sketch, and/or map.
 - a. Point out which direction is north.
 - b. Give the grid coordinates of the present location.
 - c. Point out and give the grid coordinates of key terrain features and the vegetation of the area.
 - d. Point out avenues of approach, dead space, and gaps in the defense.
 - e. Point out and give the grid coordinates (when applicable) of boundaries, coordinating points, contact points, trace of the battle positions, primary positions, alternate positions, and supplementary positions.
 - f. Point out any fire support coordination measures.
 - g. Give the weather conditions and their expected effects on the mission.
4. Give the situation concerning the enemy and friendly forces.
 - a. When giving the enemy situation use the SALUTE and DRAW-D formulas.
 - b. Give the mission of the next higher friendly unit.

- c. Give the unit, location, and mission of adjacent friendly units.
 - d. Give the unit, location, and type of support of the friendly fire support available.
 - e. Give the location of any friendly sentinel posts, listening posts, or patrols.
 - f. Give the effective time and place of any attachments or detachments.
5. Give the mission statement as a clear and concise statement of the task that must be accomplished. This statement will be taken from paragraph 3 of the higher operation order.
6. Assign tasks to subordinates that support the scheme of maneuver in the execution paragraph.
- a. Give the concept of operations as the scheme of maneuver (linear, perimeter, reverse slope), and the fire support plan.
 - b. Assign the exact duties to each the subordinates.
 - c. Give the coordinating instructions to include priority of work, alert percentage during hours of darkness, movement out of positions after darkness, when fire plan sketches and range cards are due, type of fighting positions to be dug, signal to commence the FPF, when OP's and LP's will be established and secured, when work is to be completed, and any other condition that will impact on the conduct of the defense.
7. Give administrative and logistical instructions.
- a. Ammunition requirements to include rounds per man.
 - b. Requirements for special ordnance such as pyrotechnics, smoke, grenades, or mines.
 - c. Give when resupply will occur.
 - d. Give the method of handling of KIA's, WIA's, or POW's.
 - e. Give the location of the corpsman and the aid station.
 - f. Give the location of the decontamination site.
8. Give command and signal instructions.
- a. Give the brevity code, when the monitoring of the net will commence, call signs (CEOI and when they change), and the primary and alternate frequencies.
 - b. Give the challenge and password.
 - c. Instruct that visual communications will be used within the platoon when not in contact.
 - d. Give the location of all key personnel.
9. Ensure all Marines have the same time.
10. Ensure all understand their missions.
11. Ensure each unit leader checks the map on which the order was prepared before returning to their units.
12. Supervise all preparatory activities and phases of execution.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FMFM 6-4, Marine Rifle Company/Platoon
- 3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.14.8 PREPARE A FIRE PLAN FOR PLATOON-SIZE
DEFENSIVE POSITION

CONDITION(S): Provided with machinegun final protective lines (FPL), barriers, the location of final protective fires (FPF) higher headquarters, and location of subordinate units.

STANDARD: Develop a platoon fire plan involving the use of the platoon's organic, attached, and supporting weapons that will support the scheme of maneuver/plan of the defense by destroying or repelling the enemy assault.

PERFORMANCE STEPS:

1. Determine each squads sector of fire.
2. Coordinate platoon fires with the company barrier plan.
 - a. Plan fires so the enemy is brought under fire as soon as he comes into effective range.
 - b. Plan so the enemy is subjected to increasingly heavier fire as he approaches the battle area.
 - c. Plan to break up the assault by fires immediately in front of the battle area.
3. Request additional prearranged fires to augment the fires of higher echelons if it is determined that existing fires are insufficient.
 - a. Make request to company commander by radio or messenger.
 - b. If request is approved the assigned target number will be used in subsequent request for delivery of prearrange fires.
4. Plan the fires of all attached weapons, as well as those in direct support.
 - a. Assign fire missions and general firing positions.
 - b. Base decisions on scheme of maneuver, enemy dispositions, fields of fire, avenues of approach, and observation.
 - c. Plan fires on all known enemy positions.
 - d. Plan fires on all suspected enemy positions.
 - e. Plan fires on prominent or key terrain features.
5. Cover gaps and dead spaces in the FPF by selecting general firing positions and principal directions of fire (PDF) for specific automatic rifles and grenade launchers organic to the rifle squads. If no gaps exist, or if the situation permits, direct the squad leader to assign the firing positions and PDF's.
6. Prepare a fire plan sketch or overlay for the platoon commander in order for it to be submitted to the company commander for approval.
 - a. Compare squad's defensive sketches with the actual layout of the ground.
 - b. Draw the platoon's fire plan sketch.
 - (1) Use only approved military symbols.
 - (2) Draw a topographical sketch of the platoon area.
 - (3) Orient the sketch with a military map by recording the grid coordinates or the platoon's center, by drawing a north arrow, and by recording the azimuths of all FPF's outer sector limits.
 - (4) Complete an administrative information block in the lower right hand corner to include platoon number, company letter, and date prepared.
 - c. Ensure the sketch includes the following:
 - (1) Squad primary positions and sectors of fire.
 - (2) Positions and PDF for all automatic rifles.

- (3) Location of platoon observation post.
 - (4) Position and PDF of fire of grenade launcher when not assigned by the squad leader.
 - (5) Position and FPL's or PDF for machineguns located in the platoon defense area (include sectors of fire for attached guns).
 - (6) Positions and PDF of other crew-served weapons in the platoon defense area (includes sectors of fire for attached weapons).
- d. Once sketch is completed, make a duplicate copy.
7. Submit fire plan per local SOP.

REFERENCE(S):

- 1. USMC Battle Drill Guide
- 2. FMFM 6-4, Marine Rifle Company/Platoon
- 3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
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TASK: SSGT.14.9 ASSIGN SQUAD-SIZE DEFENSIVE POSITIONS

CONDITION(S): Provided a platoon-size unit in an assigned platoon defensive area.

STANDARD: Select primary and supplementary squad positions and their sectors of fire.

PERFORMANCE STEPS:

- 1. Indicate the squad's position by pointing out on the ground the general trace of the line to be physically occupied and the flanks of the position.
- 2. For primary positions.
 - a. Select sites which afford the best observation and fields of fire over the avenues of approach into the platoon defense area.
 - b. Consider the requirements for mutual support between adjacent squads and the protection of crew-served weapons positioned within the platoon's defense area.
 - c. Ensure squad positions are mutually supporting.
 - d. Ensure the primary, alternate, and supplementary positions for crew-served weapons in the defense area are always afforded close in protection by rifle units.
 - e. Ensure both primary and alternate crew-served weapon positions are included within the primary defensive positions of the rifle squads.
- 3. For supplementary positions.
 - a. Select sites to protect the flanks and rear of the platoon primary position and the supplementary position for crew-served weapons.
 - b. Ensure position afford good observation and fields of fire covering avenues of approach into the flanks and rear of the platoon defense area.
 - c. Terrain permitting, select covered routes for movement between the primary and supplementary positions.

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ENCLOSURE (6)

4. Ensure the three squad sectors of fire overlap and cover the entire portion of the company security area for which the platoon is responsible.
5. Ensure the sector of fire of the flank squads extend in front of adjacent platoons and overlap the the sectors of their flank squads to provide mutual support.
6. When an interval exists between the adjacent platoons, position the squads flanking on the interval so that the two platoons flanks are drawn back (refused) to provide maximum mutual support and flanking fire in the interval between them.
7. When a gap exists between adjacent platoons, ensure proper coverage is accomplished by use of indirect fire and local physical security methods.
8. When deployed in a built up area.
 - a. If possible, employ abreast.
 - b. Ensure squad positions are mutually supporting, even if separated by rooms within buildings or in different buildings.
 - c. Allow for overlapping sectors of fire, even if the buildings and walls separate the positions.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FMFM 6-4, Marine Rifle Company/Platoon
3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.14.10 CONTROL DEFENSIVE FIRES

CONDITION(S): Control fires during the defense of a platoon-size position.

STANDARD: Direct the engagement of all targets and maintain the fire discipline of the unit until the enemy's assault is destroyed or repelled.

PERFORMANCE STEPS:

1. Select a position that provides the best available observation of the platoon defense area, the avenues of approach into it, and the platoon's flanks.
2. Establish a platoon wire communication net. Link the platoon's command post to the security posts and subordinate squads.
3. If wire communications are not available, employ visual signals, messengers, sound signals, and signaling expedients in controlling the platoon fires.
4. Ensure there is a complete dissemination of important visual signals such as those prescribed for controlling tonal protective fires.
5. Ensure sufficient signaling devices to be certain of a positive FPF signal. FPF's are employed only on approval of the company commander, except in those cases where the authority to order delivery of FPF's is specifically delegated to a platoon commander.
6. Issue fire commands, if appropriate.
7. Provide a situation report per local SOP.

REFERENCE(S):

1. USMC Battle Drill Guide

2. FMFM 6-4, Marine Rifle Company/Platoon
3. FMFM 6-5, Marine Rifle Squad

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.14.11 DIRECT THE PLACEMENT OF WIRE OBSTACLES

CONDITION(S): Provided a tactical situation, guidance from the unit commander, pickets, wire (concertina/barbed), sledge hammers, leather gloves, and a designated defensive area.

STANDARD: Direct the installation of a wire obstacle per commander's guidance.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Ensure adequate materials are available.
3. Determine where devices are to be emplaced.
4. Direct the construction of wire obstacles.
 - a. Place wire entanglements where they will break up enemy attack formations.
 - (1) Site along the friendly sides of machinegun final protective lines.
 - (2) Extend across entire front position if appropriate.
 - b. Place wire close enough to friendly positions to be observed day and night, but far enough away to keep the enemy beyond normal hand grenade range (normally wire will be set 50 to 75 meters from friendly positions).
 - c. Use supplementary wire.
 - (1) To break up the patterns of tactical wire and deceive the enemy of the location of the FPF.
 - (2) To connect platoon defensive areas when gaps exists.
 - (3) To canalize enemy movement into areas covered by intensive fires.
 - d. Direct the construction of a triple standard concertina fence.
 - (1) Determine the location for the wire obstacle construction.
 - (2) Lay out pickets for the triple standard concertina fence.
 - (a) Direct that the front row of long pickets be laid out at 5-pace intervals on the line of the proposed fence, with points on line and pointing toward the enemy.
 - (b) Direct that the rear row of pickets be centered between the front row pickets at a distance of 3 feet between the front row and rear row.
 - (c) Direct that an anchor picket be laid out at each line, 5 feet from the end of the long picket.
 - (d) Direct that the pickets be installed as in such a manner that the lower notch or bottom eye of the long picket is 4 inches above the ground and the concave side of the U-shaped picket is toward the enemy.
 - (3) Direct the installation of the concertina for the triple standard concertina fence.
 - (a) Direct that a roll of concertina be placed at the third picket in the front row and at every fourth picket thereafter.
 - (b) Ensure that 16 staples are placed with each front front roll of concertina.

- (c) Direct that two rolls of concertina be placed at the third picket in the second row and two at every fourth picket thereafter.
 - (d) Direct a four member team to begin placing concertina on the front row, ensuring that the team remains on the friendly side of the pickets.
 - (e) Direct a second four member team to begin in the rear row once the first team has cleared the head of the fence.
 - (f) Ensure that the correct ties are used and that all the wire is secured to the ground.
 - (g) Direct that the remaining row be installed on top of the first two rows, and fastened securely.
- e. Direct the construction of trip wires.
- (1) Direct that short pickets be installed at no more than 5 meter intervals across the area, outside of hand grenade range.
 - (2) Direct installation of trip wires at approximately 9 inches above the ground.
 - (3) Ensure wires are placed in irregular patterns and are properly fastened to the pickets.
- f. Direct the construction of tangle foot.
- (1) Direct that short and long pickets be installed at irregular intervals covering an area of a minimum depth of 10 meters.
 - (2) Direct the placement of wire throughout the area, varying the height from 9 to 30 inches.

REFERENCE(S):

- 1. FMFM 6-4, Marine Rifle Company/Platoon

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)

DUTY AREA 15 - HANDGRENADES, MINES, DEMOLITIONS, AND
PYROTECHNICS (ICBT)

TASK: SSGT.15.1 DIRECT THE INSTALLATION OF A HASTY PROTECTIVE
MINEFIELD

CONDITION(S): Provided the requirement to install a hasty protective minefield, a map, lensatic compass, a minefield record form, and Marines equipped with entrenching tools.

STANDARD: Direct the installation of the minefield to provide protection required or desired. (The mines will be implanted so their locations can be kept under constant observation. A minefield record form must be completely and correctly filled out.)

PERFORMANCE STEPS:

- 1. Report intention and receive authorization to install a minefield.
 - a. Request permission by secure means from the company commander.
 - b. Wait until permission is received before proceeding.
 - c. When requesting permission include in the request.
 - (1) Type of minefield.
 - (2) Estimate number and types of mines.

- (3) If mines are surface laid.
 - (4) If antihandling devices are used.
 - (5) Minefield location.
 - (6) Location and width of lanes and gaps.
 - (7) Proposed date and time for starting and completion.
- 2. Emplace security personnel forward of the area to be mined.
 - 3. Determine likely avenues of approach for infantry and/or armor.
 - a. Conduct a combined map and ground reconnaissance.
 - b. From the ground reconnaissance determine the exact extent of the proposed minefield site, on-site enemy situation, and possible routes of approach to the area.
 - c. Visualize the minefield to determine where to emplace the mines.
 - d. Determine the type of mine to be used and where.
 - e. Call in the initiation report once it is decided where the mines are to be laid and when the work is to begin.
 - 4. Direct the mines to be emplaced in rows, but do not have the mines armed until after the location of all mines have been recorded.
 - 5. Ensure the mines are sited so that they can be observed continuously and covered by small arms fire.
 - 6. Mark mine rows as each is begun and completed.
 - a. Designate the row of mines closest to the enemy as "A" and the succeeding rows as "B", "C", etc.
 - b. Emplace markers (wooden stakes, steel pickets, etc.).
 - c. Label each marker with the letter of the row, number 1 for the right end of the row and 2 for the left end of the row.
 - d. Number the rows from right to left, facing the enemy.
 - 7. Determine the azimuth of each row from a reference point (RP).
 - a. Find an easily identifiable RP in front of the position while the mines are being placed.
 - b. From the RP, measure the azimuth in degrees with the compass, and pace the distance to the number 1 marker.
 - c. Mark this point.
 - d. From the marked point, measure the azimuth, and pace the distance to the next row marker and label it appropriately.
 - e. Follow the procedure for marking all end row markers when using more than two rows.
 - 8. Record the minefield on the Hasty Protective Minefield Record.
 - a. Use DA Form 1355-1-R to record the location of the mines on the minefield.
 - b. Measure the azimuth using a lensatic compass; pace the distance from an end row marker to the first mine, and plot/record it on the record form.
 - c. Measure and record the azimuth; pace from the first mine to the second, and so on, until all mine locations have been recorded.
 - d. Give each mine an identification number in the tabular block located on the minefield record form.
 - e. When the last mine location in the row is recorded, measure an azimuth and distance to the marker depicting the end of the row; label it.

- f. After the recording and marking of the rows is finished, measure the distance and azimuth from the RP to the next row markers.
9. Record the minefield on a map.
10. Direct mines to be armed and camouflaged. Arm and camouflage the mines, working from the mine nearest the enemy back to the friendly position.
11. Recall security personnel as the arming of the mines is being performed.
12. Report the completion of minefield installation.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 20-32, Mine/Countermining Operations at the Company Level

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.15.2 DIRECT THE RECOVERY OF A HASTY PROTECTIVE MINEFIELD

CONDITION(S): Provided a requirement to recover a hasty protective minefield.

STANDARD: Direct the recovery of the minefield, accounting for all mines and without causing detonation.

PERFORMANCE STEPS:

1. Upon receiving the order to recover the minefield, study the map and the minefield record form.
2. Post security personnel to ensure that the mines are continuously observed and covered by small arms fire.
3. If the minefield has not been kept under continuous observation, each mine must be uncovered and pulled out with rope or wire and grapnel.
4. Direct personnel to disarm and recover mines they emplaced, if possible.
 - a. Start at the reference point and move to the markers using the azimuth and distances as recorded.
 - b. Move the marker to the first mine in the row.
 - c. Retrieve all mines in the row.
 - d. Move to the next row using the azimuth and distance recorded on the form.
 - e. Retrieve the mines in the row.
 - f. Continue until all rows have been cleared.
5. Remove mine row markers as each row is recovered.
6. Recall security personnel.
7. Report completion of minefield removal.
8. Direct mines to be cleaned and redistributed among the Marines.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 20-32, Mine/Countermining Operations at the Company Level

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 16 - NBC DEFENSE (ICBT)

TASK: SSGT.16.1 ASSIST COMMANDER ON UNMASKING PROCEDURES

CONDITION(S): Provided commander's request for assistance in unmasking, Marines wearing field protective masks, an area where chemicals hazard may or may not be present, and M256A1 chemical detector kit, if available.

STANDARD: In accordance with the reference, advise commander on the correct unmasking procedures that will minimize change for casualty.

PERFORMANCE STEPS:

1. Advise commander that proper unmasking with a M256A1 kit will take about 15 minutes and without about 35 minutes.
2. Unmask with a M256A1 kit:
 - a. Test for the presence of chemical agents using the M256A1 kit. Test for liquid contamination by using M8 paper. If negative, continue.
 - b. Senior person selects one or two Marines to start the unmasking procedures.
 - c. Move to a shady place.
 - d. Selected Marines unmask for 5 minutes then reseal and clear their masks.
 - e. Observe them for 10 minutes.
 - f. If no symptoms appear, it is safe to give the "all clear" signal and unmask.
 - g. Continue to watch the Marines for possible delayed symptoms.
 - h. Have first aid treatment immediately available in case it is needed.
3. Unmask without a M256A1 kit:
 - a. Find a shady area.
 - b. Use M8 paper to check the area for possible liquid contamination. If negative, continue.
 - c. Senior person selects one or two Marines to start the unmasking procedure.
 - d. Have the selected Marines take a deep breath, hold their breaths and break the seal of their masks for 15 seconds. They must keep their eyes open when doing this.
 - e. Have these Marines reseal, clear, and check their masks.
 - f. Observe these Marines for symptoms for 10 minutes.
 - g. If no symptoms appear, have the same Marines break the seal of their masks, take two or three breaths, reseal, clear, and check their masks.
 - h. Observe these Marines for symptoms for 10 minutes.
 - i. If no symptoms appear, have the same Marines unmask for 5 minutes and then remask.
 - j. If no symptoms appear in 10 minutes after remasking, every Marine in the group can unmask.
 - k. Continue to observe the Marines which did the initial unmasking in case delayed symptoms develop. Caution everyone to be alert for symptoms.

Appendix C to
ENCLOSURE (6)

REFERENCE(S):

1. FMFM 11-9 (FM 3-4), NBC Protection

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
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TASK: SSGT.16.2 SUPERVISE CONDUCT OF MASK CONFIDENCE EXERCISE

CONDITION(S): Provided an M17A1 field protective mask and a gas chamber exercise conducted by a qualified instructor.

STANDARD: Supervise gas mask confidence exercise per local SOP's and regulations.

PERFORMANCE STEPS:

1. Ensure Marines receive safety instruction.
2. Explain the procedures for the conduct of gas chamber training.
3. Check serviceability and fit of masks.
4. Inspect the physical condition and behavior of Marines while in chamber.
5. Explain the methods to clear contaminated eyes and skin.

REFERENCE(S):

1. MCO 3400.3D, Nuclear, Biological, and Chemical (NBC) Defense Readiness and Training Requirements
2. FMFM 11-1, Nuclear, Chemical, and Defensive Biological Operations in the Fleet Marine Force

ADMINISTRATIVE INSTRUCTIONS:

1. The Staff NCO will act as an assistant, will supervise ensuring that safety is observed, and will provide one-on-one assistance and motivation as required.
-

TASK: SSGT.16.3 DESCRIBE THE NBC DEFENSE ORGANIZATIONS IN A BATTALION/SQUADRON

CONDITION(S): Provided the requirement to demonstrate knowledge and understanding of unit NBC defense organizations.

STANDARD: As per the reference, explain the unit NBC defense organizations.

PERFORMANCE STEPS:

1. Monitor/survey teams are formed in each company/battery and in each battalion/squadron.
 - a. Mission.
 - (1) Detect NBC contamination.
 - (2) Collect data to be forwarded to higher headquarters.
 - b. Equipment.
 - (1) Chemical agent detector kits.
 - (2) Chemical agent alarms.

- (3) Radiacmeters.
- c. Capabilities.
 - (1) Recognizing nuclear and chemical attacks and understanding unit procedures for implementing warnings.
 - (2) Detect chemical agents and radiological hazards.
 - (3) Operate and perform operator's maintenance on NBC detection, monitoring, and sampling equipment.
 - (4) Conduct NBC surveys.
 - (5) Monitor the effectiveness of decon measures.
 - (6) Collect and forward samples of suspected chemical or biological contamination.
 - (7) Mark NBC contaminated areas, equipment, and supplies with standard marking signs.
 - (8) Provide data for compilation of NBC reports.
- 2. Decontamination teams are formed in each battalion/squadron.
 - a. Mission.
 - (1) Conduct hasty decon (MOPP gear exchange, vehicle washdown) with minimal outside support.
 - (2) Conduct deliberate decon as part of a task organized decon team.
 - b. Equipment.
 - (1) Power driver decon equipment (M12A1 Skid Mounted Decontamination Apparatus, M17 Lightweight Decontamination System).
 - (2) Personal protective equipment unique to decon team.
- 3. An NBC control center team is formed in each battalion/squadron and is part of the unit's combat operations center.
 - a. Mission is to evaluate and disseminate NBC hazards information.
 - b. Capabilities.
 - (1) Provides overall unit NBC defense guidance and for the determination of possible courses of action to be submitted to the commander.
 - (2) Coordinates troop safety considerations when friendly nuclear/chemical operations are planned.
 - (3) Performs computations necessary to convert basic NBC information to the forms required for various calculations.
 - (4) Plots and displays assembled NBC information.
 - (5) Evaluates assembled NBC information.
 - (6) Disseminates NBC information (Intelligence).

REFERENCE(S):

- 1. FMFM 11-1, Nuclear, Chemical, and Defensive Biological Operations in the Fleet Marine Force

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)

TASK: SSGT.16.4 EXECUTE PROTECTIVE MEASURES FOR A NUCLEAR ATTACK

CONDITION(S): Provided a potential nuclear warfare environment.

STANDARD: As per the references, execute protective measures in order to provide maximum protection from the effects of an attack.

PERFORMANCE STEPS:

1. Execute protective measures before an attack.
 - a. Individual.
 - (1) Ensure individual NBC defensive skills meet or exceed the standards.
 - (2) Ensure each Marine's NBC gear has been issued and is serviceable.
 - (a) Mask.
 - (b) MOPP gear.
 - (c) NBC canteen cap.
 - (d) Decon kits.
 - (3) Cover all exposed skin.
 - b. Positions.
 - (1) Use terrain effectively.
 - (a) Hills and mountains.
 - (b) Depressions and obstructions.
 - (c) Woods and forests.
 - (2) Select shelters for maximum shielding values.
 - (a) Foxholes.
 - (b) Field expedient overhead cover.
 - (c) Earth shielded positions.
 - (d) Vehicles.
 - (e) Buildings.
 - c. Materiel.
 - (1) Disperse and/or dig-in supplies, equipment, and vehicles as much as possible. Ensure explosives, ammunition and flammables (fuel and oil) have been dispersed and/or dug into the ground and covered if possible. Take advantage of existing cover for vehicles and equipment which cannot be dug-in.
 - (2) Keep flammable debris to a minimum to avoid a fire hazard.
 - (3) Cover food and water in containers and secure under overhead cover.
 - (4) Turn off all electronic equipment and radios that are not mission essential.
 - (5) Remove power cables, antennas, and unused equipment from power mounts.
 - (6) Place communications-electronics equipment inside bunkers or armored vehicles.
 - (7) Park vans with air conditioner intakes opposite prevailing wind direction. Cover intakes (shut off air conditioners before covering intakes).
 - d. Unit. Ensure NBC monitoring equipment is prepared for use.

- e. Ensure MOPP level compliance.
- 2. Execute protective measures during an attack.
 - a. Ensure warning has been passed, if available.
 - b. Ensure NBC immediate actions are taken.
 - c. Ensure MOPP level compliance.
 - d. Report per unit SOP.
- 3. Execute protective measures after an attack.
 - a. Treat casualties.
 - b. Maintain control of unit.
 - c. Check weapon systems.
 - (1) Sand and debris may render weapons inoperative.
 - (2) Field stripping and cleaning may be needed.
 - d. Prepare for fallout.
 - (1) Repair or reinforce positions.
 - (2) Prepare protection against fallout.
 - (3) Cover openings to keep fallout particles out.
 - (4) Ensure radiacmeters are operating to determine extent and nature of the radiological hazard.
 - e. Minimize fallout effects by keeping fallout off the skin and out of the body.
 - (1) Decontaminate fallout from body and material.
 - (2) Wear field protective mask as appropriate.
 - f. Detect symptoms of radiation sickness.
 - g. Radiation dose control.
 - (1) Ensure unit monitor/survey teams detect and record the radiation dose received by unit.
 - (2) Comply with unit SOP and commander's guidance on radiation dose control.
- 4. Continue with mission.

REFERENCE(S):

- 1. FMFM 11-8 (FM 3-3), NBC Contamination Avoidance
- 2. FMFM 11-9 (FM 3-4), NBC Protection
- 3. FMFM 11-2 (FM 3-100), NBC Operations
- 4. FMFM 11-10 (FM 3-5), NBC Decontamination

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)

Appendix C to
ENCLOSURE (6)

TASK: SSGT.16.5 EXECUTE PROTECTIVE MEASURES FOR A
BIOLOGICAL/CHEMICAL ATTACK

CONDITION(S): Provided a potential biological or chemical
warfare environment.

STANDARD: As per the reference, execute protective measures in
order to provide maximum protection from the effects of an
attack.

PERFORMANCE STEPS:

1. Execute protective measures before an attack.
 - a. Individual.
 - (1) Ensure individual NBC defensive skills meet or exceed the standards.
 - (2) Personal health.
 - (a) Immunizations up-to-date.
 - (b) Proper hygiene and sanitation practiced.
 - (c) High state of physical conditioning.
 - (3) Ensure each Marine's NBC defense gear has been issued and is serviceable.
 - (a) Mask.
 - (b) MOPP gear.
 - (c) NBC gear.
 - (d) NBC canteen cap.
 - (e) Antidotes.
 - (f) Decon kits.
 - b. Unit.
 - (1) Ensure unit's NBC defense teams have been equipped with required gear.
 - (2) Utilize terrain effectively.
 - (3) Disperse all equipment, supplies, and vehicles.
 - (4) Cover all items.
 - (5) Park vans with air conditioner intakes opposite prevailing wind direction.
 - (6) Cover intakes (shut off air conditioners before covering intakes).
 - (7) Cover food and seal water supplies.
 - (8) Ensure chemical alarms, kits, and detectors are operational.
 - (9) Ensure MOPP level compliance.
2. Execute protective measures during an attack.
 - a. Ensure the alarm is sounded.
 - b. Ensure NBC immediate actions are taken.
 - c. Ensure MOPP level compliance.
 - d. Report per unit SOP.
3. Execute protective measures after an attack.
 - a. Detect symptoms of NBC contamination.

- b. Treat casualties.
 - c. Reduce contamination.
 - (1) Conduct basic skills decon.
 - (a) Skin decon (M258A1/M291 decon kit).
 - (b) Personal wipedown of individual gear (M258A1/M291 decon kit).
 - (c) Operator's spray down of crew-served weapons and vehicles (M11 decontamination apparatus, portable and the M13 portable decontamination apparatus).
 - (2) Coordinate for hasty decon.
 - (a) MOPP gear exchange.
 - (b) Vehicle washdown.
 - (3) Coordinate for deliberate decon.
 - (a) Detailed troop decon.
 - (b) Detailed equipment decon.
 - d. Chemical downwind hazard.
 - (1) If not the target of an attack, ascertain if unit is in a chemical downwind hazard area.
 - (2) Take avoidance or protective measures accordingly.
 - (a) Prepare for protecting against downwind hazard, or
 - (b) Move out of hazard area.
 - e. Assess effects of attack on combat capability of unit.
 - f. Take steps to increase combat capability. As appropriate:
 - (1) Unmask by either:
 - (a) Moving to an uncontaminated area or,
 - (b) Making use of collective protection.
 - (2) Exchange filters.
 - (3) Ensure Marines relieve themselves.
 - (4) Ensure Marines eat and drink.
4. Continue mission.

REFERENCE(S):

- 1. FMFM 11-8 (FM 3-3), NBC Contamination Avoidance
- 2. FMFM 11-9 (FM 3-4), NBC Protection
- 3. FMFM 11-2 (FM 3-100), NBC Operations
- 4. FMFM 11-10 (FM 3-5), NBC Decontamination

ADMINISTRATIVE INSTRUCTIONS:

- 1. The M258A1 Decon Kit is currently being replaced by the M291 Decon Kit.

DUTY AREA 17 - FIRST AID AND FIELD SANITATION (ICBT)

TASK: SSGT.17.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS:

DUTY AREA 18 - LAND NAVIGATION (ICBT)

TASK: SSGT.18.1 NAVIGATE DURING THE DAY USING ADVANCED
TECHNIQUES

CONDITION(S): Provided the requirement to navigate over unfamiliar terrain, daytime, map, compass, available navigational aids (position location and reporting system (PLRS), global positioning system (GPS)) and appropriate gear.

STANDARD: Navigate during the day to accomplish assigned mission using advanced techniques, available equipment, and navigational aids.

PERFORMANCE STEPS:

1. Orient the map.
2. Determine own location.
3. Determine destination.
4. Determine route.
5. Maintain bearing on route.
 - a. Compass.
 - b. GPS.
 - c. PLRS.
6. Navigate to destination.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

1. For formal school purposes the Marine must successfully complete the Staff NCO Academy Career Course day land navigation course.
-

TASK: SSGT.18.2 NAVIGATE DURING THE NIGHT USING ADVANCED TECHNIQUES

CONDITION(S): Provided the requirement to navigate over unfamiliar terrain, night time, map, compass, available navigational aids (position location and reporting system (PLRS), global positioning system (GPS)) and appropriate gear.

STANDARD: Navigate at night to accomplish assigned mission using advanced techniques, available equipment, and navigational aids.

PERFORMANCE STEPS:

1. Orient the map.
2. Determine own location.
3. Determine destination.
4. Determine route.
5. Maintain bearing on route.
 - a. Compass.
 - b. GPS.
 - c. PLRS.
 - d. Celestial.
6. Navigate to destination.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

1. For formal school purposes the Marine must successfully complete the Staff NCO Academy Career Course night land navigation course.

DUTY AREA 19 - COMMUNICATIONS (ICBT)

TASK: SSGT.19.1 OPERATE CRYPTOGRAPHIC COMMUNICATIONS SECURITY EQUIPMENT WITH TACTICAL RADIO SET

CONDITION(S): Provided cryptographic hardware and software used by the until, designated radio equipment, a distant secures station, and the references.

STANDARD: As per the references, install the cryptographic hardware and software and conduct a communications checks within 15 minutes.

PERFORMANCE STEPS:

1. Emplace the equipment.
2. Install batteries, as needed.
3. Connect crypto gear to designated radio equipment.
4. Apply power to the crypto gear and clear the alarm, as needed.
5. Install fill batteries, as needed.
6. Load and check variables.

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7. Conduct operational check.
8. Conduct a communications check on a secure circuit with a distant station.
9. Provide appropriate security for crypto gear.

REFERENCE(S):

1. Applicable operator's manuals for unit's crypto gear
2. TM 11-5810-292-12, Communications Security Equipment KOI-18/TSEC
3. TM 11-5810-256-12, Communications Security Equipment TSEC/KY-57
4. TM 08940A-10-1, Operators Manual
5. TM 11-5810-256-OP-2, Operating Procedures for Communications Security Equipment

ADMINISTRATIVE INSTRUCTIONS: (NONE)

V

TASK: SSGT.20.1 ADMINISTER A PHYSICAL FITNESS TEST

CONDITION(S): Provided the requirement to conduct a physical fitness test.

STANDARD: Conduct a physical fitness test in accordance with the references.

PERFORMANCE STEPS:

1. Review references and weather conditions.
2. Schedule physical fitness test.
3. Provide administrative instructions.
 - a. Location.
 - b. Time/date.
 - c. Uniform.
4. Provide test site and special equipment.
5. Position support personnel and equipment.
 - a. Safety.
 - b. Control.
 - c. Medical.
 - d. Monitors.
6. Ensure Marines to be tested are present.
7. Check medical chits.
8. Identify sequence of events.
9. Demonstrate proper techniques for each event.
10. Review scoring method for each event.

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11. Direct support personnel.
12. Take any corrective action as required.
13. Record results for each Marine tested.
14. Report results.

REFERENCE(S):

1. MCO 6100.3J, Physical Fitness
2. Local training SOP

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: SSGT.20.2 LEAD REMEDIAL PHYSICAL FITNESS TRAINING

CONDITION(S): Provided the Commanders guidance and the requirement to lead a remedial fitness program.

STANDARD: Perform objectives of the remedial fitness program in accordance with the references.

PERFORMANCE STEPS:

1. Review references and program goals.
2. Review commander's guidance.
3. Conduct training per prescribed frequency.
 - a. Muster assigned personnel.
 - b. Ensure conditioning routines are varied and progressive.
 - c. Conduct warm-up and warm-down exercises.
4. Monitor progress.
5. Record and report training completed.

REFERENCE(S):

1. MCO 6100.3J, Physical Fitness
2. MCO 6100.10A, Weight Control and Military Appearance
3. FM 21-20, Physical Readiness Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 21 - CLOSE COMBAT (ICBT)

TASK: SSGT.21.1 CONDUCT REFRESHER CLOSE COMBAT TRAINING

CONDITION(S): Provided training site, training support equipment, and the references.

STANDARD: Instruct refresher close combat training in accordance with the references.

PERFORMANCE STEPS:

1. Gather and study references materials.
2. Prepare and rehearse for the training.
3. Explain the vulnerable points of the body.
 - a. Eyes.
 - b. Nose.
 - c. Throat.
 - d. Groin.
 - e. Temple.
 - f. Solar plex.
 - g. Kidneys.
 - h. Knees.
4. Explain bayonet movement.
 - a. The thrust.
 - b. The butt stroke.
 - c. The slash.
 - d. The smash.
 - e. Parry left/right.
 - f. Block high/low/side.
5. Explain hand-to-hand close combat techniques.
 - a. Wristlock.
 - b. Reverse wristlock.
 - c. Front choke.
 - d. Rear choke.
 - e. Rear headlock.
 - f. Overhead attack.
 - g. Straight thrust.
 - h. Outside slash.
 - i. Inside slash.
 - j. Uppercut.

- k. Lead hand punch.
- l. Rear hand punch.
- m. Front kick.
- 6. Explain hand-to-hand close combat training with a knife.
 - a. Overhead attack.
 - b. Straight thrust.
 - c. Outside thrust.
 - d. Inside slash.
- 7. Explain close combat techniques with weapons of opportunity.
 - a. E-tool
 - b. Helmet.
 - c. Tent stake.
 - d. Sand and dirt.
 - e. Canteen full of water.
 - f. Cartridge belt.
 - g. Rocks.
 - h. Sharpened stick.
- 8. Ensure the Marines understand what was presented to them through evaluation/practical application.
- 9. Record and report training completed.

REFERENCE(S):

- 1. FM 21-150, Combatives
- 2. MCIO P1500.44C, Battle Skills Training/Essential Subjects Handbook
- 3. FMFM 0-1, Unit Training Management Guide
- 4. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

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DUTY AREA 1 - MILITARY JUSTICE AND THE LAW OF WAR (IGMS)

TASK: GYSGT.1.1 CONDUCT A PRELIMINARY INQUIRY

CONDITION(S): Provided an order to conduct a preliminary investigation.

STANDARD: Provide the commanding officer with sufficient information to intelligently dispose of the alleged offenses.

PERFORMANCE STEPS:

1. Receive appointing order, either oral or written.
2. Acquire information from:
 - a. Officer of the Day log book
 - b. Duty NCO's log book
 - c. Military Police Incident/Complaint Report
 - d. NIS or CID reports
3. Interview witnesses; however, do not interview suspect of UCMJ unless essential to recommendations. If interview of suspect is necessary, ensure all legal rights are provided and a written waiver of rights under Article 31, UCMJ, is signed by suspect before questioning.
4. Write the preliminary inquiry.
5. Submit preliminary inquiry per local SOP.

REFERENCE(S):

1. Manual for Courts-Martial
2. JAGINST 5800.7C, Judge Advocate General's Manual
3. MCO P5800.8A, Marine Corps Manual for Legal Administration

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: GYSGT.1.2 CONDUCT A JAG MANUAL INVESTIGATION

CONDITION(S): Provided an order to conduct a JAG Manual investigation.

STANDARD: Per the references, provide appropriate statements of fact, opinions, and recommendations.

PERFORMANCE STEPS:

1. Receive appointing order.
2. Acquire information from:
 - a. Officer of the Day log book
 - b. Duty NCO's log book
 - c. Military Police Incident/Complaint Report

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- d. NIS or CID Report
- 3. Interview witnesses.
- 4. Obtain statements.
- 5. Satisfy the investigation requirements specified by:
 - a. Appointing Order.
 - b. MCM.
 - c. JAGMAN.
- 6. Submit investigation per local SOP.

REFERENCE(S):

- 1. Manual for Courts-Martial
- 2. Marine Corps Manual
- 3. JAGINST 5800.7C, Judge Advocate General's Manual
- 4. MCO P5800.8A, Marine Corps Manual for Legal Administration

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 2 - MARINE CORPS ORGANIZATION, HISTORY, CUSTOMS, AND
COURTESIES (IGMS)

TASK: GYSGT.2.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK

CONDITION(S):

STANDARD:

PERFORMANCE STEPS:

REFERENCE(S):

ADMINISTRATIVE INSTRUCTIONS:

DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)

TASK: GYSGT.3.1 DRILL COMPANY-SIZE UNITS

CONDITION(S): Provided a company-size unit of Marines without the aid of references.

STANDARD: As per the references, drill a company-size unit of Marines without error.

PERFORMANCE STEPS:

1. Form a company on line.
2. Align a company in line.
3. March a company either in line or column.
4. Align a company in column.
5. Dismiss a company.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: GYSGT.3.2 ORGANIZE A BATTALION-SIZE PARADE

CONDITION(S): Provided the requirement to conduct a battalion-size parade and the reference.

STANDARD: As per the reference, organize a battalion-size parade.

PERFORMANCE STEPS:

1. Determine duties of key members.
2. Conduct rehearsals.
 - a. Key members.
 - b. All hands.
3. Execute the parade.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: GYSGT.3.3 INSTRUCT THE MANUAL OF THE GUIDON

CONDITION(S): Provided an appropriate drill area, and a Marine with a guidon.

STANDARD: Instruct Marines so that they will be able to execute the manual for the guidon as per the reference.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse.
3. Present the instruction.
 - a. Explain the movements of the guide.
 - b. Demonstrate manual of the guidon.
4. Ensure Marines understood what was taught through practical application.
5. Record and report training completed.

REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
2. FMFM 0-1, Unit Training Management Guide
3. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: GYSGT.3.4 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN
DRILL

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual training in close order drill.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual training in drill.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

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REFERENCE(S):

1. NAVMC 2691, Marine Corps Drill and Ceremonies Manual
2. MCO 1553.1B, The Marine Corps Training and Education System
3. MCO 1553.3, Marine Corps Unit Training Management
4. Applicable Individual Training Standards for OccFld's and MOS's
5. FMFM 0-1, Unit Training Management Guide
6. FMFM 0-1A, How to Conduct Training
7. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS: (NONE)

DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT
(IGMS)

TASK: GYSGT.4.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN
UNIFORM, CLOTHING, AND EQUIPMENT

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual training in this duty area.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual training in uniforms,
clothing, and equipment.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management

3. Applicable Individual Training Standards for OccFld's and MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)

TASK: GYSGT.5.1 SUPERVISE UNIT'S INDIVIDUAL LEADERSHIP TRAINING

CONDITION(S): Provided the references and unit training schedule.

STANDARD: In accordance with the commander's guidance and the references, ensure the unit's requirements are met for individual leadership training.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable requirements.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which requirements have already been trained and which need to be trained.
3. Determine if needed training is already on training schedule.
4. Add unscheduled individual requirements to training schedule.
5. Supervise the execution of individual leadership training.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 5390.2D, Leadership Training and Education
2. NAVMC 2767, User's Guide to Marine Corps Leadership Training
3. MCO 1553.1B, The Marine Corps Training and Education System
4. MCO 1553.3, Marine Corps Unit Training Management

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5. FMFM 0-1, Unit Training Management Guide
6. FMFM 0-1A, How to Conduct Training
7. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

DUTY AREA 6 - SUBSTANCE ABUSE (IGMS)

TASK: GYSGT.6.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN
SUBSTANCE ABUSE

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual training in substance abuse.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual training in substance
abuse.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCIO P1500.44C, Battle Skills Training/Essential Subjects
Handbook
2. MCO P5300.12, The Marine Corps Substance Abuse Program
3. NAVMC 2662(A), Instructor's Guide to Alcoholism
4. MCO 1553.1B, The Marine Corps Training and Education
System
5. MCO 1553.3, Marine Corps Unit Training Management

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6. FMFM 0-1, Unit Training Management Guide
7. FMFM 0-1A, How to Conduct Training
8. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)

TASK: GYSGT.7.1 PREPARE INDIVIDUAL TRAINING INPUT FOR THE
UNIT'S MID-RANGE PLAN

CONDITION(S): Provided commander's guidance, a long range planning calendar, guidance on mandatory training, training policies, resource availability, school quotas, training goals, and evaluation policies.

STANDARD: Provide input to accomplish the individual training requirements of the unit.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Determine current individual training proficiencies/deficiencies.
3. Identify training resources.
4. Determine the training needed.
 - a. Determine individual tasks to be integrated into collective training events.
 - b. Integrate mandatory training. (MOS, marksmanship swimming, physical fitness, etc.)
 - c. Integrate NCO leader development into plan.
 - d. Relate inspections and tests to training events.
 - e. Include warfighting skills as an integral element of training.
5. Transfer individual training needed to a mid-range planning calendar and annual training plan.
6. Determine the desired outcomes for scheduled events.
7. Prepare input.
8. Review the input with the commander.
 - a. Review the shortcomings and accomplishments of the previous mid-range plan.
 - b. Assess individual proficiency/deficiency levels against the standards.
 - c. Discuss the unit's focus and objectives for the upcoming training period.
 - d. Describe upcoming training events.
 - e. Discuss the leader development program.
 - f. Discuss individual warfighting skill development.
 - g. Specify the approach used to train trainers and evaluators.
 - h. Plan resource allocations.
9. Submit individual training input per local SOP.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. MCO 3501.1B, Marine Corps Combat Readiness Evaluation System
4. MCO 5390.2D, Leadership Training and Education
5. FMFM 0-1, Unit Training Management Guide
6. FMFM 0-1A, How to Conduct Training
7. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. The mid-range plan addresses the immediate future (12 months), develops specific training objectives based on goals and guidance, and includes interaction among units. It must convert the long range training program into a practical series of training activities and events, provide training trainers with more detailed guidance, and allocate and coordinate required resources.

TASK: GYSGT.7.2 RECOMMEND INDIVIDUAL TRAINING GOALS

CONDITION(S): Provided unit missions and the opportunity to recommend individual training goals.

STANDARD: Goals must be singular and have attainable objectives to indicate accomplishment within the allocated resources and in accordance with the individual training standards (ITS's).

PERFORMANCE STEPS:

1. Analyze unit missions and requirements in priority order.
2. State clearly what the unit should be able to do.
3. Determine what individual proficiencies are required for the unit to accomplish its missions.
4. Specify goals in general terms.
5. Establish a realistic number of goals.
6. Involve other Staff NCO's and NCO's in the development and revision of goals.
7. Recommend goals for individual training.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training
5. MCO 3501.1B, Marine Corps Combat Readiness Evaluation System

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

TASK: GYSGT.7.3 RECOMMEND INDIVIDUAL TRAINING PRIORITIES

CONDITION(S): Provided unit training goals, and unit/individual proficiencies and deficiencies (strengths and weaknesses) relative to approved training standards.

STANDARD: Recommend individual training priorities in the following descending order: mission oriented training, train the trainers, and related training.

PERFORMANCE STEPS:

1. Compile all missions and requirements.
2. Isolate those missions and requirements which support combat mission oriented tasks.
3. Assess extent of training deficiencies relative to combat mission oriented tasks.
4. Determine the combat role which has the highest probability of confronting the unit.
5. Specify individual training priorities which precisely address deficiencies required by combat missions.
6. Repeat steps above for the other two categories of individual training:
 - a. Train the trainer.
 - b. Related training.
7. Compile a list of all individual training events for above categories of training.
8. Assess resource availability against all training events.
9. Recommend deferring individual training which cannot be done by available personnel, time, and money.
10. Submit recommended individual training priorities per local SOP.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. FMFM 0-1, Unit Training Management Guide
4. FMFM 0-1A, How to Conduct Training
5. MCO 3501.1B, Marine Corps Combat Readiness Evaluation System

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)

TASK: GYSGT.8.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN
COMBAT LEADERSHIP

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual training in combat leadership.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual training in combat
leadership.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education
System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and
MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

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ENCLOSURE (6)

DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)

TASK: GYSGT.9.1 INSTRUCT TERRORIST COUNTERACTIONS

CONDITION(S): Provided the requirement to instruct and the required reference material.

STANDARD: Instruct the Marines so that they can must describe the characteristics of terrorist operations, terrorist incidents, common terrorist acts, weapons, and self protection against terrorism.

PERFORMANCE STEPS:

1. Gather and study reference material.
2. Prepare and rehearse for the class.
3. Define terrorism.
4. Cover the perspectives of terrorist groups.
5. Cover the long range objectives of terrorism.
6. Explain terrorist ideologies.
7. Describe terrorist operations.
8. Describe the most common terrorist acts.
9. Describe those weapons most often employed by terrorists.
10. Describe terrorists counteractions.
11. Ensure the Marines understand what was taught through evaluation.
12. Record and report training completed.

REFERENCE(S):

1. FMFM 7-14, Terrorism Counteraction
2. TC 19-16, Counteracting Terrorism on U.S. Army Installations
3. DOS-2630-48-82, Handbook on Terrorism, Security and Survival
4. MCO 1553.3, Marine Corps Unit Training Management
5. MCO 1553.1B, The Marine Corps Training and Education System
6. FMFM 0-1, Unit Training Management Guide
7. FMFM 0-1A, How to Conduct Training

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: GYSGT.9.2 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN MILITARY SECURITY AND INTERIOR GUARD

CONDITION(S): Provided the references and unit training schedule.

STANDARD: In accordance with the commander's guidance and the references, ensure the unit's requirements are met for individual training in military security and interior guard.

PERFORMANCE STEPS:

1. Review commander's guidance.

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ENCLOSURE (6)

2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and which need to be trained.
3. Determine if needed training is already on training schedule.
4. Add unscheduled individual requirements to training schedule.
5. Supervise the execution of individual training in military security and interior guard.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. NAVMC 2691A, Interior Guard Manual
2. FM 22-6, Guard Duty
3. FMFM 7-14, Terrorism Counteraction
4. Applicable Individual Training Standards for OccFld's and MOS's
5. MCO 1553.1B, The Marine Corps Training and Education System
6. MCO 1553.3, Marine Corps Unit Training Management
7. FMFM 0-1, Unit Training Management Guide
8. FMFM 0-1A, How to Conduct Training
9. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

DUTY AREA 10 - CODE OF CONDUCT (IGMS)

TASK: GYSGT.10.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN THE CODE OF CONDUCT

CONDITION(S): Provided the references and unit training schedule.

STANDARD: In accordance with the commander's guidance and the references, ensure the unit's requirements are met for individual training in the code of conduct.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - b. Determine which ITS's have already been trained and which need to be trained.
3. Determine if needed training is already on training schedule.
4. Add unscheduled individual requirements to training schedule.
5. Supervise the execution of individual training in the code of conduct.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. NAVMC 2681, Code of the U.S. Fighting Man
2. NAVMC 2628, POW, Your Rights and Obligations Under the Geneva Convention
3. FM 27-10, The Law of Land Warfare
4. MCO 1553.1B, The Marine Corps Training and Education System
5. MCO 1553.3, Marine Corps Unit Training Management
6. Applicable Individual Training Standards for OccFld's and MOS's
7. FMFM 0-1, Unit Training Management Guide
8. FMFM 0-1A, How to Conduct Training
9. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)

TASK: GYSGT.11.1 SUPERVISE INDIVIDUAL WEAPONS TRAINING FOR
UNIT

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual weapons training.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual weapons training.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education
System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and
MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)

TASK: GYSGT.12.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN
CREW-SERVED WEAPONS

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual training in crew-served weapons.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual training in
crew-served weapons.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and
MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

DUTY AREA 13 - PATROLLING (ICBT)

TASK: GYSGT.13.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN
PATROLLING

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual training in patrolling.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual training in
patrolling.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education
System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and
MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)

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DUTY AREA 14 - TACTICAL MEASURES (ICBT)

TASK: GYSGT.14.1 ESTABLISH A COMPANY-SIZE COMMAND POST

CONDITION(S): Provided commander's guidance and the requirement to establish a company-size command post in a tactical environment.

STANDARD: Establish a command post (CP) in a position where effective command and control can be exercised.

PERFORMANCE STEPS:

1. Locate a covered and/or concealed position to the rear of the forward element, in the general vicinity of the reserve element.
2. Ensure the position can give cover and/or concealment to both the command group and any support group.
3. Establish local security.
4. If it is determined that an observation post is desirable.
 - a. Locate a position with a vantage point from which physical observation of the tactical operation on the battlefield can be observed.
 - b. The position will only be for the command group.
 - c. Locate a covered and/or concealed position in the vicinity of the OP, within communicating distance, for those members of the group that do not remain at the CP.

REFERENCE(S):

1. FMFM 6-4, Marine Rifle Company/Platoon

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: GYSGT.14.2 PREPARE OPERATION OVERLAY

CONDITION(S): Provided a map, an operational order, commander's guidance, and administrative materials.

STANDARD: Graphically depict an overlay of the unit's operation order using correct military symbols.

PERFORMANCE STEPS:

1. Place overlay paper over situation map, and secure in place with tape.
2. Register overlay to map.
3. Plot unit locations and tactical and fire support control measures.
4. Plot enemy information, as required, on separate overlay.
5. Place overlay on map.
6. Assign any classification markings and downgrading instructions.
7. Write in order heading and map reference data.

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REFERENCE(S):

1. USMC Battle Drill Guide

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: GYSGT.14.3 PREPARE SITUATION MAP

CONDITION(S): Provided a situation map, situation reports, spot reports, S-2 and S-3 worksheets, an operation order, and other administrative materials.

STANDARD: Update the map accurately to portray information using correct military symbols. Update must be plotted as information is received.

PERFORMANCE STEPS:

1. Plot information based on spot/situation reports.
2. Plot friendly unit locations.
 - a. Use black or blue ink to depict friendly units on a multicolor overlay.
 - b. Use single lines to depict friendly units on a one-color overlay.
 - c. Designate positions of various units (including type, size, weapons and vehicles, FPF's, obstacles boundaries and delineated areas, operational and logistic installations) by using the appropriate symbols.
3. Plot enemy unit location.
 - a. Show enemy locations of the S-2 map only.
 - b. Use red ink to depict enemy units, activities, installations, and equipment.
 - c. Use double lines to depict enemy units on a one-color overlay.
 - d. Portray enemy identification by using appropriate symbol.
 - e. Depict trace of thickly held or patrolled parts of enemy front line (staggered line of hollowed dots).
 - f. Use the appropriate symbols to show size and type of unit.
4. Plot tactical and fire support coordinate control measures.
 - a. Use solid and broken lines.
 - b. Show "tactical/fire support" by using the appropriate symbols.
 - c. Describe "points" by using the appropriate symbols.
 - d. Depict "positions and areas" by using the appropriate symbols.
 - e. Portray "directional measures" by using the appropriate symbols.

REFERENCE(S):

1. USMC Battle Drill Guide
2. FM 101-5-1, Operational Terms and Symbols

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: GYSGT.14.4 REQUEST RESUPPLY

CONDITION(S): Provided the requirement to obtain and distribute supplies to a company-size unit.

STANDARD: Request the proper supplies, receive, and distribute supplies to unit personnel.

PERFORMANCE STEPS:

1. Develop a supply request based on the anticipated expenditure of supplies in supporting the unit as per commander's guidance.
 - a. The prescribed load will consist of the types and quantities of supplies and equipment, as prescribed by the commander.
 - b. The prescribed load will not be a fixed quantity and may change to meet the tactical and/or logistics conditions.
 - c. The prescribed load will be influenced by, but not limited to, the mission, enemy, terrain, weather, transportation, and ease of resupply.
2. Submit requirements to the unit S-4 per local SOP.
3. Determine how the resupply will be conducted.
 - a. If supplies are to be delivered, determine if guides are required. If guides are required, coordinate with the unit commander and the S-4 on their placement.
 - b. If supplies are to be picked up, arrange a working party to transport the supplies to the unit area.
 - c. If resupply is to be conducted by helicopter.
 - (1) Ensure selected personnel have been trained, before the operation, in the procedures for selecting and marking landing sites, disengaging externally loaded supplies from aircraft, and in using basic signals in directing helicopters.
 - (2) Select and have the landing site mark in accordance with unit SOP.
 - (3) If the helicopter has an external load, ensure the aircraft is directed by hand signals until its external cargo is resting firmly on the ground. The nylon lifting ring is then detached from the the aircraft lifting apparatus.
 - (4) Ensure a landing site is established and that the helicopter is directed into the site properly. Ensure that personnel are standing by to unload the helicopter.
 - d. If supplies are to be air delivered, ensure an area of suitable size is marked in accordance with the unit SOP covering ground-to-air communications, or instructions received from the infantry battalion.
4. Establish a unit distribution point for the receipt and issue of supplies.
 - a. If possible, locate the distribution point with the unit command post.
 - b. Do not store supplies at the distribution point, but issue them as soon as possible after receipt.
 - c. Base the location of the distribution point on the following characteristics:
 - (1) Facilitates supplying subordinate units.
 - (2) Located near a good road or trail to the rear.
 - (3) Provides adequate space.
 - (4) Is easily identifiable.

- (5) Provides concealment from aerial observation.
 - (6) Affords cover from flat trajectory fire.
5. Determine the method of distribution for the supplies.
- a. Unit distribution, where supplies are delivered to the subordinate units/platoons.
 - b. Supply point distribution, where subordinate units/platoons draw their supplies from the unit distribution point and transport the supplies back to their positions.

REFERENCE(S):

1. FMFM 6-4, Marine Rifle Company/Platoon

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: GYSGT.14.5 DIRECT CASUALTY EVACUATION

CONDITION(S): Provided a tactical environment and a casualty.

STANDARD: Direct the evacuation of the casualty to the appropriate aid station.

PERFORMANCE STEPS:

- 1. Ensure corpsman are briefed on the activities of each of the unit's activities and locations before operations.
- 2. Ensure personnel are designated to act as litter bearers before the operation.
- 3. Direct immediate first aid be given to the casualty.
- 4. Direct the removal of the casualty from hostile fire.
 - a. Move the casualty to a place of relative safety within the platoon zone of action where the corpsman can administer such first aid as indicated.
 - b. If necessary, employ covering fire, smoke, or other means to shield the evacuation.
- 5. Direct the corpsman to determine the condition of the casualty and if it is serious enough to demand evacuation.
- 6. If the casualty is serious enough to demand evacuation.
 - a. If the casualty can walk on his own, direct Marine to the route of evacuation.
 - b. If the casualty can not walk, direct litter bearers to assist in the evacuation.
 - c. Inform the unit commander if the casualty is a high priority.
- 7. If using an ambulance for the evacuation.
 - a. Give explicit instructions on the routes to be taken and the exact location to which it is to proceed.
 - b. Keep vehicle out of direct observation of the enemy.
- 8. If using a helicopter for the evacuation.
 - a. Locate and clear a landing site in the immediate area.

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- b. If a landing site can not be cleared and the casualty must be evacuated by hoisting as the helicopter hovers, ensure map reading is extremely accurate and strong communications are established.
 - c. Establish all around security.
 - d. Establish communications with the helicopter and direct its landing. Ensure the pilot is informed of friendly positions, enemy positions, and the situation.
9. If evacuation is interrupted by enemy interdiction, direct the casualty to a safe spot and inform the unit commander of the situation.
10. If large scale casualties occur and their care is beyond the capabilities of the platoon corpsman and assigned litter bearers, request assistance.

REFERENCE(S):

1. FMFM 6-4, Marine Rifle Company/Platoon

ADMINISTRATIVE INSTRUCTIONS:

- 1. The use of ambulances and helicopter should be used for evacuations with discretion in a tactical environment. Their numbers are limited and they may draw enemy fire when observed.
- 2. Discretion should be used when requesting a helicopter evacuations at night. If the situation permits, evacuate the casualty during day light hours.

TASK: GYSGT.14.6 DIRECT THE HANDLING OF CAPTURED ENEMY PERSONNEL

CONDITION(S): Provided known or suspected enemy personnel, captive tags, restraining devices, and a collection point destination.

STANDARD: Direct the known or suspected personnel to the collection point.

PERFORMANCE STEPS:

- 1. Ensure the "five S's" are observed throughout evolution.
 - a. Supervise the proper search procedures.
 - b. Determine the location and segregate the POW's.
 - c. Ensure silence is maintained among POW's.
 - d. Coordinate for transportation of POW's in a timely manner.
 - e. Provide and post guards.
 - f. Ensure POW's and documents are properly tagged, and identify which POW's had the documents.
- 2. Ensure all capture tags are completed and that one is attach to each prisoner. Tags will either be preprinted captive tags or field expedient, and as a minimum will show the following:
 - a. Date and time of capture.
 - b. Location of capture (six digit coordinates).
 - c. Circumstances of capture.
 - d. Identify of capturing unit.
- 3. Ensure all capture documents and equipment is properly handled.

- a. Ensure all documents found on the POW are tagged and bundled so they can be identified with the POW. Determine from the unit commander if the documents are to be evacuated with the POW (but kept in the possession of the escort guard) or rushed to the S-2.
 - b. Ensure all equipment (except protective mask, clothing, and equipment) captured with the POW are reported to higher headquarter/S-2. Equipment, to be evacuated or safeguarded pending arrival of intelligence or logistics personnel, is tagged so it can be identified with the POW from whom it was taken.
4. Ensure wounded POW's are treated and/or placed in medical channels, if necessary.
 5. Ensure any interrogation of POW's is limited to the immediate tactical situation, and is conducted only by a qualified interrogator or the higher headquarters intelligence officer/NCO.
 6. Arrange to have the POW's transported to the POW collection point.
 - a. If using a vehicle, ensure the POW is secured in the vehicle. Use seat belts if available.
 - b. Ensure security is maintained at all times, regardless of the means of transportation to the collection point.
 7. Release prisoner to collection point.

REFERENCE(S):

1. OH 3-5, Employment of Military Police in Combat
2. FM 19-40, Enemy POW Civilian Internees

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: GYSGT.14.7 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN TACTICAL MEASURES

CONDITION(S): Provided the references and unit training schedule.

STANDARD: In accordance with the commander's guidance and the references, ensure the unit's requirements are met for individual training in tactical measures.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and which need to be trained.
3. Determine if needed training is already on training schedule.
4. Add unscheduled individual requirements to training schedule.
5. Supervise the execution of individual training in tactical measures.

- a. Monitor training events.
- b. Evaluate quality of training.
- c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

DUTY AREA 15 - HANDGRENADES, MINES, DEMOLITIONS, AND
PYROTECHNICS (ICBT)

TASK: GYSGT.15.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN HAND
GRENADES, MINES, DEMOLITIONS, AND
PYROTECHNICS

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual training in this duty area.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual training.
 - a. Monitor training events.
 - b. Evaluate quality of training.

- c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

DUTY AREA 16 - NBC DEFENSE (ICBT)

TASK: GYSGT.16.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN NBC DEFENSE

CONDITION(S): Provided the references and unit training schedule.

STANDARD: In accordance with the commander's guidance and the references, ensure the unit's requirements are met for individual training in NBC defense.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and which need to be trained.
3. Determine if needed training is already on training schedule.
4. Add unscheduled individual requirements to training schedule.
5. Supervise the execution of individual training in NBC defense.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

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REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

DUTY AREA 17 - FIRST AID AND FIELD SANITATION (ICBT)

TASK: GYSGT.17.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN
FIRST AID AND FIELD SANITATION

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual training in first aid and field sanitation.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual training in first
aid and field sanitation.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System

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2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

DUTY AREA 18 - LAND NAVIGATION (ICBT)

TASK: GYSGT.18.1 NAVIGATE USING ADVANCED TECHNIQUES

CONDITION(S): Provided the requirement to navigate over unfamiliar terrain, day or night, map, compass, available navigational aids (position location and reporting system (PLRS), global positioning system (GPS)) and appropriate gear.

STANDARD: Navigate to accomplish assigned mission using advanced techniques, available equipment, and navigational aids.

PERFORMANCE STEPS:

1. Orient the map.
2. Determine own location.
3. Determine destination.
4. Determine route.
5. Maintain bearing on route.
 - a. Compass.
 - b. GPS.
 - c. PLRS.
6. Navigate to destination.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS:

1. For formal school purposes the Marine must successfully complete the Staff NCO Academy Advanced Course day and night land navigation courses.
-

TASK: GYSGT.18.2 SET UP A LAND NAVIGATION EXERCISE

CONDITION(S): Provided a requirement to set up a land navigation exercise, necessary equipment, and personnel.

STANDARD: As per reference, set up a land navigation exercise to fulfill training requirement.

PERFORMANCE STEPS:

1. Receive commander's guidance.
2. Determine training requirements.
3. Research existing land navigation courses, as applicable.
4. Conduct map survey.
5. Establish tentative course on map.
6. Verify tentative map course on terrain.
7. Emplace markers.
8. Verify accuracy of course through third party.
9. Establish methods of monitoring course participants.
10. Establish appropriate safety procedures.

REFERENCE(S):

1. FM 21-26, Map Reading

ADMINISTRATIVE INSTRUCTIONS: (NONE)

TASK: GYSGT.18.3 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN LAND NAVIGATION

CONDITION(S): Provided the references and unit training schedule.

STANDARD: In accordance with the commander's guidance and the references, ensure the unit's requirements are met for individual training in land navigation.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and which need to be trained.
3. Determine if needed training is already on training schedule.
4. Add unscheduled individual requirements to training schedule.

5. Supervise the execution of individual training in land navigation.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

DUTY AREA 19 - COMMUNICATIONS (ICBT)

TASK: GYSGT.19.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN COMMUNICATIONS

CONDITION(S): Provided the references and unit training schedule.

STANDARD: In accordance with the commander's guidance and the references, ensure the unit's requirements are met for individual training in communications.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Corporal.
 - (3) Sergeant.
 - (4) Staff Sergeant.
 - (5) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and which need to be trained.
3. Determine if needed training is already on training schedule.
4. Add unscheduled individual requirements to training schedule.
5. Supervise the execution of individual training in communications.
 - a. Monitor training events.

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- b. Evaluate quality of training.
- c. Take corrective actions as required.

REFERENCE(S):

- 1. MCO 1553.1B, The Marine Corps Training and Education System
- 2. MCO 1553.3, Marine Corps Unit Training Management
- 3. Applicable Individual Training Standards for OccFld's and MOS's
- 4. FMFM 0-1, Unit Training Management Guide
- 5. FMFM 0-1A, How to Conduct Training
- 6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
-

DUTY AREA 20 - PHYSICAL FITNESS (ICBT)

TASK: GYSGT.20.1 SUPERVISE REMEDIAL PHYSICAL FITNESS PROGRAM

CONDITION(S): Provided the requirement to supervise remedial physical fitness program.

STANDARD: Supervise remedial physical fitness program in accordance with references.

PERFORMANCE STEPS:

- 1. Review references.
- 2. Ensure references are followed.
- 3. Take corrective action as required.
- 4. Ensure required counseling occurs.
- 5. Advise commander on progress.

REFERENCE(S):

- 1. MCO 6100.3J, Physical Fitness
- 2. MCO 6100.10A, Weight Control and Military Appearance
- 3. FM 21-20, Physical Readiness Training

ADMINISTRATIVE INSTRUCTIONS:

- 1. (NONE)
-

TASK: GYSGT.20.2 SUPERVISE PHYSICAL FITNESS TESTS

CONDITION(S): Provided the requirement to supervise a physical fitness test.

STANDARD: Supervise physical fitness test to ensure compliance with the reference.

PERFORMANCE STEPS:

1. Review reference.
2. Ensure reference is followed.
3. Take corrective action as required.

REFERENCE(S):

1. MCO 6100.3J, Physical Fitness

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

TASK: GYSGT.20.3 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN PHYSICAL FITNESS

CONDITION(S): Provided the references and unit training schedule.

STANDARD: In accordance with the commander's guidance and the references, ensure the unit's requirements are met for individual training in physical fitness.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Physical fitness training.
 - b. Remedial physical fitness training.
3. Determine if needed training is already on training schedule.
4. Add unscheduled individual requirements to training schedule.
5. Supervise the execution of individual training in physical fitness.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

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ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
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DUTY AREA 21 - CLOSE COMBAT (ICBT)

TASK: GYSGT.21.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN
CLOSE COMBAT

CONDITION(S): Provided the references and unit training
schedule.

STANDARD: In accordance with the commander's guidance and the
references, ensure the unit's requirements are met for
individual training in close combat.

PERFORMANCE STEPS:

1. Review commander's guidance.
2. Determine training requirements.
 - a. Review applicable ITS's.
 - (1) Entry-level.
 - (2) Sergeant.
 - (3) Staff Sergeant.
 - (4) Gunnery Sergeant.
 - b. Determine which ITS's have already been trained and
which need to be trained.
3. Determine if needed training is already on training
schedule.
4. Add unscheduled individual requirements to training
schedule.
5. Supervise the execution of individual training in close
combat.
 - a. Monitor training events.
 - b. Evaluate quality of training.
 - c. Take corrective actions as required.

REFERENCE(S):

1. MCO 1553.1B, The Marine Corps Training and Education
System
2. MCO 1553.3, Marine Corps Unit Training Management
3. Applicable Individual Training Standards for OccFld's and
MOS's
4. FMFM 0-1, Unit Training Management Guide
5. FMFM 0-1A, How to Conduct Training
6. Local Training SOP

ADMINISTRATIVE INSTRUCTIONS:

1. (NONE)
-

MATRIX OF THE ITS SYSTEM FOR MBST, VOLUME 2

1. This matrix is offered as a method to track individual proficiencies in Marine battle skills. Conducting individual training is a function performed by the noncommissioned officer corps. As such, the tool to track individual training must be accessible and responsive to these trainers. This matrix provides a method for tracking MBST at the level where individual training occurs, i.e. in squad- and platoon-size units.

2. This matrix, or any other locally developed method, can help trainers monitor MBST proficiency of their Marines. Send recommendations for improvement to the Commanding General, MCCDC (TE 31) via the appropriate chain of command.

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DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)							
CPL 7.1 CONDUCT INDIVIDUAL TRAINING							
DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)							
CPL 8.1 EXPLAIN THE ELEMENTS FOUND IN THE COMBAT ENVIRONMENT							
CPL 8.2 EXPLAIN THE STRESSES A MARINE CAN EXPECT TO EXPERIENCE IN COMBAT							
CPL 8.3 APPLY THE TROOP LEADING STEPS							
DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)							
CPL 9.1 PERFORM DUTIES AS CORPORAL OF THE GUARD							
DUTY AREA 10 - CODE OF CONDUCT (IGMS)							
CPL 10.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK							
DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)							
CPL 11.1 INSTRUCT RANGE ESTIMATION							
CPL 11.2 CONDUCT REFRESHER TRAINING ON HOW TO MAINTAIN THE M16A2 SERVICE RIFLE							
DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)							
CPL 12.1 PERFORM AS AN M60 MACHINEGUN TEAM LEADER							
CPL 12.2 PERFORM AS AN M2/MK19 MACHINEGUN TEAM LEADER							
CPL 12.3 CONSTRUCT MACHINEGUN POSITION							
CPL 12.4 DETERMINE RANGE							
CPL 12.5 PREPARE A RANGE CARD							
CPL 12.6 CONTROL MACHINEGUN TEAM FIRES							
CPL 12.7 LAY AN M60/M2 MACHINEGUN							
CPL 12.8 LAY A MK19 MACHINEGUN							
CPL 12.9 ZERO THE M60 MACHINEGUN							
CPL 12.10 ZERO THE M60 MACHINEGUN USING NIGHT VISION SIGHT							
CPL 12.11 ZERO THE M2 MACHINEGUN							
CPL 12.12 ZERO THE M2 MACHINEGUN USING NIGHT VISION SIGHT							
CPL 12.13 ZERO THE MK19 MACHINEGUN							
CPL 12.14 ZERO THE MK19 MACHINEGUN USING NIGHT VISION SIGHT							
DUTY AREA 13 - PATROLLING (ICBT)							
CPL 13.1 ASSIST IN THE CONDUCT OF A SQUAD-SIZED SECURITY PATROL							
CPL 13.2 ASSIST IN THE CONDUCT OF A SQUAD-SIZED AMBUSH PATROL							

DUTY AREA 12 - CREW-SERVED WEAPONS (ICBT)							
SGT.12.1	SUPERVISE THE CONSTRUCTION OF MACHINEGUN POSITIONS						
SGT.12.2	CONTROL MACHINEGUN SQUAD FIRES						
SGT.12.3	DIRECT THE ENGAGEMENT OF AIR TARGETS WITH MACHINEGUN FIRES						
SGT.12.4	SUPERVISE MAINTENANCE OF MACHINEGUNS						
SGT.12.5	INSTRUCT HOW TO LAY A MACHINEGUN						
SGT.12.6	INSTRUCT HOW TO PREPARE A RANGE CARD						
SGT.12.7	INSTRUCT HOW TO OPERATE THE M60 MACHINEGUN						
SGT.12.8	INSTRUCT HOW TO ZERO THE M60 MACHINEGUN						
SGT.12.9	INSTRUCT HOW TO OPERATE THE M2 MACHINEGUN						
SGT.12.10	INSTRUCT HOW TO PREPARE THE M2 MACHINEGUN						
SGT.12.11	INSTRUCT HOW TO ZERO THE M2 MACHINEGUN						
SGT.12.12	INSTRUCT HOW TO OPERATE THE MK19 MACHINEGUN						
SGT.12.13	INSTRUCT HOW TO ZERO THE MK19 MACHINEGUN						
DUTY AREA 13 - PATROLLING (ICBT)							
SGT.13.1	CONDUCT A SQUAD-SIZED SECURITY PATROL						
SGT.13.2	CONDUCT A SQUAD-SIZED AMBUSH PATROL						
SGT.13.3	ISSUE A PATROL WARNING ORDER						
SGT.13.4	ISSUE A PATROL ORDER						
SGT.13.5	CONDUCT PATROL INSPECTIONS						
SGT.13.6	CONDUCT PATROL REHEARSALS						
SGT.13.7	CONDUCT PATROLLING IMMEDIATE ACTION DRILLS						
SGT.13.8	PREPARE PATROL ROUTES						
DUTY AREA 14 - TACTICAL MEASURES (ICBT)							
SGT.14.1	TRAIN A SQUAD-SIZE UNIT IN BASIC TACTICAL MEASURES						
SGT.14.2	ISSUE AN OPERATIONS ORDER FOR A SQUAD-SIZE UNIT						
SGT.14.3	INSTRUCT SQUAD-SIZE COMBAT FORMATIONS						
SGT.14.4	CONTROL MOVEMENT OF A SQUAD-SIZE UNIT						
SGT.14.5	CONDUCT A SQUAD-SIZED ATTACK						
SGT.14.6	DIRECT REACTION TO ENEMY FIRES						
SGT.14.7	ESTABLISH DEFENSIVE POSITIONS FOR A SQUAD-SIZE UNIT						
SGT.14.8	DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT ANTIARMOR DEVICES						
SGT.14.9	DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT OBSTACLES						
SGT.14.10	ADJUST INDIRECT FIRE						
SGT.14.11	DIRECT AN AIR STRIKE						
SGT.14.12	ESTABLISH A LANDING ZONE						
SGT.14.13	DIRECT A HELICOPTER IN A LANDING ZONE						
SGT.14.14	DIRECT THE MEDEVAC OF A CASUALTY						
SGT.14.15	INSTRUCT HOW TO OPERATE NIGHT VISION GOGGLES						
SGT.14.16	INSTRUCT HOW TO OPERATE THE INDIVIDUAL WEAPON NIGHT VISION SIGHT						
SGT.14.17	INSTRUCT HOW TO OPERATE THE CREW-SERVED WEAPON NIGHT VISION SIGHT						
SGT.14.18	PREPARE A MILITARY SKETCH						
SGT.14.19	SUBMIT A SPOT REPORT						
SGT.14.20	INSTRUCT SURVIVAL SKILLS						
SGT.14.21	CONDUCT REFRESHER TRAINING ON HOW TO OPERATE IN A DIRECTED ENERGY (LASER) ENVIRONMENT						

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NAME: _____

GRADE: _____

UNIT: _____

DUTY AREA 1 - MILITARY JUSTICE AND THE LAW OF WAR (IGMS)									
SSGT.1.1 CONDUCT REFRESHER TRAINING IN MILITARY JUSTICE									
SSGT.1.2 CONDUCT A LAWFUL SEARCH									
SSGT.1.3 ADMINISTER ART. 31 ADVISEMENT									
SSGT.1.4 DOCUMENT A SUSPECTED OFFENSE OF THE UCMJ									
DUTY AREA 2 - MARINE CORPS ORGANIZATION, HISTORY, CUSTOMS, AND COURTESIES (IGMS)									
SSGT.2.1 CONDUCT REFRESHER TRAINING IN MARINE CORPS HISTORY									
SSGT.2.2 CONDUCT REFRESHER TRAINING ON MARINE CORPS ORGANIZATION									
DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)									
SSGT.3.1 DRILL COMPANY-SIZE UNITS IN SELECTED MOVEMENTS									
SSGT.3.2 DRILL PLATOON-SIZE UNITS									
SSGT.3.3 CONDUCT REFRESHER TRAINING IN PLATOON DRILL									
SSGT.3.4 PARTICIPATE IN A PARADE STAFF									
DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT (IGMS)									
SSGT.4.1 CONDUCT REFRESHER TRAINING IN UNIFORM REGULATIONS									
SSGT.4.2 CONDUCT REFRESHER TRAINING IN MAINTAINING A PROFESSIONAL APPEARANCE									
DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)									
SSGT.5.1 INSTRUCT GENERAL LEADERSHIP									
SSGT.5.2 INSTRUCT MARINES IN COUNSELING									
SSGT.5.3 CONDUCT REFRESHER TRAINING ON EDUCATIONAL BENEFITS									
SSGT.5.4 CONDUCT LEADERSHIP TRAINING FOR MARINES									
SSGT.5.5 ADVISE MARINES ON INDIVIDUAL PERSONNEL ADMINISTRATION									
SSGT.5.6 PERSONAL FINANCIAL MANAGEMENT (TBD)									

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DUTY AREA 6 - SUBSTANCE ABUSE (IGM)									
SGT. 6.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK									
DUTY AREA 7 - TRAINING MANAGEMENT (IGMS)									
SGT. 7.1 DETERMINE INDIVIDUAL PROFICIENCY									
SGT. 7.2 CONDUCT INDIVIDUAL/TEAM/CREW TRAINING									
SGT. 7.3 CONDUCT AN AFTER ACTION REVIEW									
SGT. 7.4 UTILIZE PLATOON-LEVEL MANUAL WAR GAMES									
DUTY AREA 8 - COMBAT LEADERSHIP (IGMS)									
SGT. 8.1 CONDUCT REFRESHER TRAINING ON THE TROOP LEADING STEPS									
DUTY AREA 9 - MILITARY SECURITY AND INTERIOR GUARD (IGMS)									
SGT. 9.1 PERFORM DUTIES AS SERGEANT OF THE GUARD									
SGT. 9.2 CONDUCT REFRESHER TRAINING ON INTERIOR GUARD									
SGT. 9.3 CONDUCT REFRESHER TRAINING ON THE APPLICATION OF DEADLY FORCE									
DUTY AREA 10 - CODE OF CONDUCT (IGMS)									
SGT. 10.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK									
DUTY AREA 11 - INDIVIDUAL WEAPONS (ICBT)									
SGT. 11.1 INSTRUCT HOW TO MAINTAIN THE M249 SAW									
SGT. 11.2 INSTRUCT HOW TO ZERO THE M249 SAW									
SGT. 11.3 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M249 SAW									
SGT. 11.4 INSTRUCT HOW TO ENGAGE TARGETS WITH THE M249 SAW USING LIMITED VISIBILITY TECHNIQUES									
SGT. 11.5 INSTRUCT HOW TO MAINTAIN THE M203 GRENADE LAUNCHER									
SGT. 11.6 INSTRUCT HOW TO ZERO THE M203									
SGT. 11.7 INSTRUCT HOW TO ENGAGE TARGETS WITH M203									
SGT. 11.8 INSTRUCT HOW TO ENGAGE TARGETS WITH M203 USING LIMITED VISIBILITY TECHNIQUES									
SGT. 11.9 INSTRUCT HOW TO OPERATE THE AT-4									
SGT. 11.10 INSTRUCT HOW TO ENGAGE TARGETS WITH THE AT-4									
SGT. 11.11 CONDUCT REFRESHER TRAINING ON THE FUNDAMENTALS OF MARKSMANSHIP									
SGT. 11.12 CONDUCT REFRESHER TRAINING ON HOW TO FIRE WHILE WEARING THE FIELD PROTECTIVE MASK									

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DUTY AREA 15 - HAND GRENADES, MINES, DEMOLITIONS, AND PYROTECHNICS (ICBT)									
SGT. 15.1	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M49A1 TRIP FLARE								
SGT. 15.2	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M18A1 CLAYMORE MINE								
SGT. 15.3	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M13 ANTI-TANK MINE								
SGT. 15.4	CONDUCT REFRESHER TRAINING ON HOW TO EMPLOY THE M16 ANTI-PERSONNEL MINE								
SGT. 15.5	CONDUCT REFRESHER TRAINING ON HOW TO LOCATE MINES AND BOOBYTRAP SITES								
SGT. 15.6	CONDUCT REFRESHER TRAINING ON HOW TO USE HAND GRENADES								
SGT. 15.7	CONDUCT REFRESHER TRAINING ON HOW TO USE PYROTECHNICS								
SGT. 15.8	DIRECT THE CONSTRUCTION OF FIELD EXPEDIENT DEMOLITIONS								
DUTY AREA 16 - NBC DEFENSE (ICBT)									
SGT. 16.1	PREPARE NBC 4 REPORT								
SGT. 16.2	SUPERVISE THE IMPLEMENTATION OF MISSION-ORIENTED PROTECTIVE POSTURE (MOPP)								
SGT. 16.3	LEAD MOPP GEAR EXCHANGE								
SGT. 16.4	CONDUCT REFRESHER TRAINING ON BASIC SKILLS DECON OF WEAPONS AND EQPT								
SGT. 16.5	CONTROL THE SPREAD OF CONTAMINATION								
SGT. 16.6	MINIMIZE ADVERSE EFFECTS OF WEARING MOPP GEAR FOR PROLONGED PERIODS								
DUTY AREA 17 - FIRST AID AND FIELD SANITATION (ICBT)									
SGT. 17.1	PERFORM CPR								
SGT. 17.2	CONDUCT REFRESHER FIRST AID AND FIELD SANITATION TRAINING								
DUTY AREA 18 - LAND NAVIGATION (ICBT)									
SGT. 18.1	NAVIGATE DURING THE DAY USING INTERMEDIATE TECHNIQUES								
SGT. 18.2	NAVIGATE DURING THE NIGHT USING INTERMEDIATE TECHNIQUES								
DUTY AREA 19 - COMMUNICATIONS (ICBT)									
SGT. 19.1	CONDUCT REFRESHER TRAINING ON HOW TO OPERATE THE AN/PRC-68/KYV-2 RADIO SET								
SGT. 19.2	CONDUCT REFRESHER TRAINING ON HOW TO OPERATE THE AN/PRC-77 RADIO SET								
SGT. 19.3	CONDUCT REFRESHER TRAINING ON HOW TO OPERATE FIELD TELEPHONES								
SGT. 19.4	SUPERVISE OPERATOR LEVEL MAINTENANCE OF PORTABLE COMMUNICATION EQUIPMENT								
SGT. 19.5	APPLY THE ELEMENTS OF COMMUNICATION								

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DUTY AREA 13 - PATROLLING (ICBT)

SSGT.13.1 CONDUCT A PLATOON-SIZED SECURITY PATROL							
SSGT.13.2 CONDUCT A PLATOON-SIZED AMBUSH PATROL							
SSGT.13.3 CONDUCT REFRESHER TRAINING IN SECURITY PATROLLING							
SSGT.13.4 CONDUCT REFRESHER TRAINING IN AMBUSH PATROLLING							
SSGT.13.5 CONDUCT REFRESHER TRAINING IN PATROLLING IMMEDIATE ACTION DRILLS							
SSGT.13.6 SUPERVISE PATROL PREPARATIONS							

DUTY AREA 14 - TACTICAL MEASURES (ICBT)

SSGT.14.1 TRAINING A PLATOON-SIZE UNIT BASIC TACTICAL MEASURES							
SSGT.14.2 ISSUE AN OPERATIONS ORDER FOR AN OFFENSIVE MISSION							
SSGT.14.3 PREPARE A FIRE SUPPORT PLAN FOR PLATOON-SIZE OFFENSIVE OPERATION							
SSGT.14.4 CONTROL UNIT MOVEMENT							
SSGT.14.5 CONTROL OFFENSIVE FIRES							
SSGT.14.6 CONDUCT AN ANTIARMOR AMBUSH							
SSGT.14.7 ISSUE AN OPERATIONS ORDER FOR A DEFENSIVE MISSION							
SSGT.14.8 PREPARE A FIRE PLAN FOR PLATOON-SIZE DEFENSIVE POSITION							
SSGT.14.9 ASSIGN SQUAD-SIZE DEFENSIVE POSITIONS							
SSGT.14.10 CONTROL DEFENSIVE FIRES							
SSGT.14.11 DIRECT THE PLACEMENT OF WIRE OBSTACLES							

DUTY AREA 15 - HAND GRENADES, MINES, DEMOLITIONS AND PYROTECHNICS (ICBT)

SSGT.15.1 DIRECT THE INSTALLATION OF A HASTY PROTECTIVE MINEFIELD							
SSGT.15.2 DIRECT THE RECOVERY OF A HASTY PROTECTIVE MINEFIELD							

DUTY AREA 16 - NBC DEFENSE (ICBT)

SSGT.16.1 ASSIST COMMANDER ON UNMASKING PROCEDURES							
SSGT.16.2 SUPERVISE CONDUCT OF MASK CONFIDENCE EXERCISE							
SSGT.16.3 DESCRIBE THE NBC DEFENSE ORGANIZATIONS IN A BATTALION/SQUADRON							
SSGT.16.4 EXECUTE PROTECTIVE MEASURES FOR A NUCLEAR ATTACK							
SSGT.16.5 EXECUTE PROTECTIVE MEASURES FOR A BIOLOGICAL/CHEMICAL ATTACK							

DUTY AREA 17 - FIRST AID AND FIELD SANITATION (ICBT)

SSGT.17.1 NO TASKS IN THIS DUTY FOR THIS RANK							
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DUTY AREA 18 - LAND NAVIGATION (ICBT)

SSGT.18.1 NAVIGATE DURING THE DAY USING ADVANCED TECHNIQUES							
SSGT.18.2 NAVIGATE DURING THE NIGHT USING ADVANCED TECHNIQUES							

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NAME: _____

GRADE: _____

UNIT: _____

DUTY AREA 1 - MILITARY JUSTICE AND THE LAW OF WAR (IGMS)							
GYSGT.1.1 CONDUCT A PRELIMINARY INQUIRY							
GYSGT.1.2 CONDUCT A JAG MANUAL INVESTIGATION							
DUTY AREA 2 - MARINE CORPS ORGANIZATION, HISTORY, CUSTOMS, AND COURTESIES (IGMS)							
GYSGT.2.1 NO TASKS IN THIS DUTY AREA FOR THIS RANK							
DUTY AREA 3 - CLOSE ORDER DRILL (IGMS)							
GYSGT.3.1 DRILL COMPANY-SIZE UNITS							
GYSGT.3.2 ORGANIZE A BATTALION-SIZE PARADE							
GYSGT.3.3 INSTRUCT THE MANUAL OF THE GUIDON							
GYSGT.3.4 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN DRILL							
DUTY AREA 4 - MARINE CORPS UNIFORMS, CLOTHING, AND EQUIPMENT (IGMS)							
GYSGT.4.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN UNIFORM, CLOTHING AND EQUIPMENT							
DUTY AREA 5 - MARINE CORPS GENERAL LEADERSHIP (IGMS)							
GYSGT.5.1 SUPERVISE UNIT'S INDIVIDUAL LEADERSHIP TRAINING							
DUTY AREA 6 - SUBSTANCE ABUSE (IGMS)							
GYSGT.6.1 SUPERVISE UNIT'S INDIVIDUAL TRAINING IN SUBSTANCE ABUSE							

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